

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SOUTHERN REGION

SO AT 1100.1

2/19/93

SUBJ: SOUTHERN REGION AIR TRAFFIC DIVISION'S STANDARD OPERATING PROCEDURES

1. PURPOSE. This order establishes standard operating procedures to be used by all branches within the Air Traffic Division (ATD). It is designed to standardize methods used by all ATD personnel in the performance of their duties. This order is in concert with national/regional orders and will be used in performance evaluation and training of all ATD personnel.
2. DISTRIBUTION. This order is distributed to all personnel assigned to the ATD.
3. EFFECTIVE DATE. March 1, 1993.
4. BACKGROUND. This order was implemented to standardize the operating procedures used by the ATD and to provide a single source document that shall be utilized when training personnel new to the ATD.
5. RESPONSIBILITY. It shall be the responsibility of all division personnel to be knowledgeable of the ATD general information and their respective branch Standard Operating Procedures (SOP) contained in this directive. Each branch shall review the SOP annually in January, and forward the required changes to the Division SOP Coordinator, ASO-540. If no changes are required, a negative response shall be forwarded to the coordinator not later than January 30.
6. TRAINING. Branch Managers shall ensure all new personnel are assigned an instructor to train them on their responsibilities. The instructor shall utilize the Division Checklist contained in Appendix 2 and the appropriate portions of this order to accomplish the required training. The completed checklist shall be forwarded to the appropriate supervisor upon completion of the required training.
7. APPENDICES.
 - Appendix 1 Air Traffic Division (ATD) General Information
 - Appendix 2 Division Checklist
 - Appendix 3 System Requirements Branch, ASO-510

Appendix 4	Resource Management Branch, ASO-520
Appendix 5	System Management Branch, ASO-530
Appendix 6	Facility Operations Branch, ASO-540


for James L. Wright
Manager, Air Traffic Division

APPENDIX 1. AIR TRAFFIC DIVISION GENERAL INFORMATION

1. PURPOSE. This appendix contains general information and standard operating procedures to be used by all personnel of the ATD, ASO-500.
2. FUNCTIONAL STATEMENT. The ATD provides for the management of civil and military air traffic operating in the navigable airspace within the geographical boundaries of the region, establishes regional policy and procedures supplementing national procedures, and maintains an air navigation and communications system. The division is under the executive direction of the Associate Administrator for Air Traffic.
3. FUNCTIONS.
 - a. Exercises line authority over air traffic field facilities and offices within the region.
 - b. Directs the operation of regional air traffic control, flight assistance, and aeronautical communications systems and facilities.
 - c. Serves as the lead office for development and coordination of the region's long range program plans to establish/discontinue/relocate air traffic services and air navigation facilities except terminal NAVAIDS.
 - d. Manages and directs all regional air traffic control operational automation activities and ensures national automation policies are implemented. Develops, as needed, regional policies, procedures, and practices applying to system operation, control, and performance.
 - e. Allocates staffing and other resources provided for air traffic services.
 - f. Assures implementation of national policies, procedures, and practices applying to air traffic services provided to civil and military aircraft. Recommends regional procedures and practices.
 - g. Provides for efficient allocation and utilization of the navigable airspace.
 - h. Maintains liaison with military commanders and provides assistance in securing compatibility of civil and military aviation operations.
 - i. Provides organizational development expertise related to employee involvement groups, survey feedback actions, and team building efforts.
 - j. Coordinates with the Human Resource Management Division on Labor Management Relation activities and Civil Rights Staff regarding the FAA EEO policy and practices.

k. Implements and maintains the Air Traffic System Effectiveness program within regional boundaries.

4. GOOD OPERATING PRACTICES. It is important to recognize that Regional ATD staff work is different from that of an air traffic facility. Through the proactive support of field facilities the air traffic mission is accomplished. Some examples of good operating practices are:

a. Placing an emphasis on high quality staff work. This activity includes gathering and presenting all the facts, utilizing sound analytical skills in problem solving techniques, fact gathering activities, and the developing and evaluating alternative solutions. This process will result in sound recommendations which form the basis of decisions that impact the Air Traffic Division in a positive manner.

b. Providing guidance on existing documents through interpretations. Developing regional policy and recommending changes to national standards are within the scope of our mission.

c. Maintaining a broader perspective of the overall agency mission and needs. Not only will division personnel be responsible for programs within all three air traffic options, personnel will also be involved with efforts of other divisions and services.

d. Placing a strong emphasis on cost effective decisions. We are responsible for setting priorities to accomplish our goals and objectives, within available resources.

e. Dealing with field facilities and deadlines in a consistent manner.

f. Planning ahead in order to establish realistic priorities and deadlines consistent with ATD goals and objectives.

g. Remaining technically proficient in existing areas of expertise and expanding our knowledge base in the other areas and options.

h. Being open minded and receptive to new ideas, accepting constructive criticism, participating fully, and demonstrating initiative.

i. Communicating openly with individuals at all levels; peers, subordinates, and management alike. This will result in an increased awareness and improved rapport within the group. In the work place there is no room for rumor and innuendo; deal only in facts.

j. Being available to answer telephone calls or ensuring that you return calls promptly. Your responsiveness establishes a good rapport and credibility for the division.

k. Utilizing agendas to improve the effectiveness of meetings, then communicating results to all concerned in a timely manner.

l. Meeting deadlines through the effective use of call-ups, planners, and individual methods.

m. Employing efficient resource management in a productive and prudent manner.

5. STANDARD OPERATING PROCEDURES. The following procedures provide guidance in those areas that are common to the ATD.

a. New Employee Indoctrination and Training. Each branch manager shall ensure every new employee is assigned an instructor, who shall be responsible for their indoctrination and ensuring the required training is accomplished. The specialist will become thoroughly familiar with his/her assigned duties and responsibilities. The training shall be conducted utilizing the Division Checklist and the appropriate portions of this order.

b. Familiarization Flying Program. FAA Order 7210.3 outlines the requirements, procedures, and responsibilities for this program. All eligible personnel not authorized an Air Traffic Evaluation credential are encouraged to use this program in order to obtain a user's viewpoint on how our Air Traffic Control (ATC) System is working. The SF-160 portion of the program requires security, tracking and signatory authority for FAA Form 7000-5 booklets as follows:

(1) The Facility Support Section, ASO-544, is responsible for ordering, dispensing and tracking of FAA Form 7000-5 booklets for all employees who utilize the SF-160 program. This duty is assigned to ASO-544B.

(2) Branch managers shall administer the SF-160 program in accordance with FAA Order 7210.3.

(3) Used FAA Form 7000-5 booklets shall be returned to ASO-544B prior to issuance of additional booklets.

c. ATC Evaluation Credential Program. The Office of Air Traffic System Effectiveness, ATH-1, is responsible for implementing and clarifying the requirements, procedures, and responsibilities for this program. This program requires security, tracking and signature authority for FAA Form 7000-5 booklets as follows:

(1) The System Effectiveness Section, ASO-542, is responsible for ordering, dispensing and tracking of FAA Form 7000-5 booklets for all employees in possession of ATC Evaluator Credentials.

(2) Holders of ATC Evaluation Credentials are delegated signature authority for the issuance of FAA Form 7000-5 and shall ensure the security of all booklets in their possession.

(3) Holders of ATC Evaluation Credentials shall complete inflight monitor reports within five days after completion of each trip and forward them to ASO-542B for review and distribution. The second copy (white) of FAA Form 7000-5 shall be attached to the inflight report for tracking purposes.

(4) Inflight monitor reports shall be generated using the LAP-TOP Field Monitor Report (LFMR) program and each evaluator shall provide ASO-542B with a copy of the diskette containing the inflight evaluation(s) to be included in the branch data base called the Branch Field Monitor Report (BFMR) program by the end of each quarter.

(5) ASO-542B is the division BFMR/LFMR coordinator and maintains the BFMR program and updates the BFMR program as required using information provided by the specialist(s). ASO-542B shall provide training in the use of both programs.

(6) Used FAA Form 7000-5 booklets shall be returned to ASO-544B prior to issuance of additional booklets.

d. Incoming Correspondence. Incoming correspondence is date-stamped when received in the appropriate branch and distributed to the appropriate section/specialist by the clerical staff in that branch.

e. Recurring Reports. Examples of recurring reports include budget quarterly reviews, evaluations of ATC schools, incentive awards reports, facility staffing level letters, etc. An example of each report is retained in the appropriate branch administrative files for the previous year's submissions. Each branch maintains a call-up roster of recurring reports and the appropriate specialist is advised of the requirement for the report approximately 30 days prior to the report due date.

f. Correspondence: Read and Circulating Files.

(1) Branch Read Files are typed on carbon manifold and maintained at the appropriate branch secretary's desk. A copy of every document prepared, including telcon items, position descriptions, etc., is kept in the read file. Occasionally, this document represents the only hard copy of a document needed in the branch. Branch Read Files are retained for 2 years.

(2) Branch Circulating Files are a requirement set forth by the Air Traffic Division office and are compiled within the first 2-3 days of each month. These files are typed on green carbon manifold and filed by the branch secretary after circulation. The material is put in ascending date order and stapled in a file folder labeled for the appropriate branch

"MONTHLY READ FILE: (month)(year)." Branch Circulating Files are retained for 6 months.

A route slip on the front of the circulating file folder denotes the addresses as the Manager of the System Requirements Branch, ASO-510 (1); System Management Branch, ASO-530 (2); Facility Operations Branch, ASO-540 (3); or Resource Management Branch, ASO-520 (4).

g. Electronic Time and Attendance Management System (ETAMS) Processing. The branch secretaries maintain Time and Attendance (T&A) records for all branch personnel and they enter them into the Electronic Time and Attendance Management System (ETAMS) via computer each pay period. The ETAMS manual provides the schedule which must be adhered to and deviations from the standard entry procedures will be noted by ASO-20 and must be resolved.

h. Travel Arrangement Procedures. The following procedures should be used when scheduling travel.

(1) Prepare a worksheet or otherwise list all information needed to prepare travel orders, advances, and vouchers. Furnish a copy of this information to the traveller in advance of the trip.

(2) Once approved, airline and car rental reservations should be made through the Scheduled Airline Traffic Office (SATO). This will ensure that government rate fares and contract carriers are used to the maximum extent. Hotel and/or conference facility reservations should be completed by the traveller.

(3) Travel orders other than Limited Open Authorization (LOA) should be mailed to ASO-20 prior to the start of the trip so that funds will be obligated on time.

i. Filing Travel Vouchers. Upon the completion of the trip, the traveller will complete the following actions:

(1) Prepare the Standard Form 1012 voucher by filling in the trip information and attaching copies of all receipts.

(2) Mail the original voucher and receipts to the ASO-20 for payment. Travel vouchers are required to be filed within 3 working days of the completion of the trip.

(3) Provide one copy of the voucher, receipts and all backup material to the branch administrative staff for filing and record keeping.

(4) In the case of specific programs, such as the Women's Executive Leadership (WEL) and the Senior Executive Service (SES) Candidate Development Program (CDP), copies of vouchers must be sent to the respective program offices in headquarters.

j. Arranging Meetings and Conferences.

(1) Arrange for meetings in the Air Traffic Division conference room through the Air Traffic Division Office, ASO-500A.

(2) Arrange for other conference room(s) by calling the respective division's executive secretary.

(3) Arrange for reserving Rooms 702/704 by calling the Logistics Division, ASO-50.

(4) Arrange for meeting rooms at local hotels, etc., by first contacting the local hotels, then clearing through the Logistics Division (three bidders are required when a fee must be paid).

k. Procuring/Maintaining Supplies. Supplies are requested and obtained from the Supply Room, Logistics Division, ASO-52C3, using the following procedures.

(1) Normal stock supply items, i.e., envelopes, bond paper, pencils, etc., are requested by filling out a Supply Request Form, SO Form 4410-1, and presenting it to the specialist in the supply room. Normally, only the individual authorized to draw supplies should receive stock from the supply room, and Form 4410-1 must be signed by that individual.

(2) Items not normally retained in stock, i.e., Day Planners; items for which distribution is controlled, i.e., computer floppy disks; and items for which an unusually large supply is requested, are requested by filling out a Speed Memo Request, FAA Form 1360.49. The form must be signed by the individual authorized to procure supplies and the request should include the name of a contact person or office to be notified when the material arrives.

(3) Specialists should be aware that large orders may require additional time to fill and the supply specialist will process an order immediately. Additionally, when notified that an order has been filled or a requested item has been received, it should be picked up in a timely manner.

(4) As supplies are frequently restricted in quantity and authorized distribution, specialists should plan ahead to avoid shortages wherever possible.

6. FUNCTIONAL TASK. Human Resource Specialist, ASO-500H.

- a. Serves as division focal point, provides guidance and advice on development of long and short range division goals and objectives. Monitors and tracks approved objectives to assure progress and accomplishments. Recommends and/or initiates action to revise when program priorities are changed. Compiles status reports and statistics for quarterly review. This management information system is used in various ways, i.e., establishment of senior level performance standards and measurements, reports on overall progress and accomplishments to the field and higher level management, etc.
- b. Serves as division focal point for various special emphasis human factors educational programs, such as workforce diversity/sexual harassment training, total quality management, situational leadership, executive education programs. WEL program, development of IDPs, etc.
- c. Develops, implements and maintains policies, standards and procedures; provides guidance, response to inquiries, and resolution of problems; develops plans and program objectives; tracks, evaluates and reports on all facets of Employee Survey Program (SFA and JSS) as prescribed in 3200.8. Acts as AT regional representative at regional and national workshops and planning conferences.
- d. Provides organizational development assistance related to employee involvement programs, employee survey programs, team building and change efforts. Coordinates funding arrangements and provides for both internal and external consultant services for field and RO, through HRMD, headquarters OD consultants, headquarters OD contract. Also arranges for internal management and facilitator expertise to work with field elements.
- e. Coordinates, compiles, designs layouts, writes articles and publishes the Air Traffic Division Bulletin to enhance communications and organizational knowledge.

APPENDIX 2. DIVISION CHECKLISTDivision Checklist.

The following is the Division Checklist for new employees.

NAME _____

ARRIVING ____/____/____

INITIAL WHEN COMPLETE

1. PARKING LOT PROCEDURES AND STICKER _____/____
2. CAFETERIA _____/____
3. CREDIT UNION _____/____
4. ADDRESS - (EMERGENCY LOCATOR) FAA 1770.8 _____/____
5. HEALTH INSURANCE (30 DAYS TO CHANGE SF-2809) _____/____
6. ATBA - MUST HAVE LETTER IN GOOD STANDING _____/____
7. PHOTO FOR I.D. _____/____
8. ACCESS TO OFFICE AFTER HOURS _____/____
9. WORD PROCESSING CENTER _____/____
10. REGIONAL OPERATIONS CENTER
VISIT & MEET STAFF _____/____
11. BRANCH/REGIONAL/WASHINGTON ORGANIZATIONS _____/____
12. REVIEW AND PROVIDE ORGANIZATIONAL CHARTS ON
BRANCH/REGIONAL/WASHINGTON ORGANIZATIONS _____/____
13. G-CAR PROCEDURES AND SATO OFFICE _____/____
14. BRANCH FUNCTIONS
 - a. Review Branch SOPs And Functional Statements _____/____
 - b. Review Division SOPs And Functional Statements _____/____
15. OFFICE PROCEDURES
 - a. Branch files _____/____

- b. Supplies_____
- c. Copy/FAX machines_____
- d. Travel Call Authority_____
- e. T&A's_____
- f. Computer Orientation and Security_____
- g. Travel (Imprest Fund)_____
- h. Travel Voucher (complete in 3 Days)_____
- i. Coffee Fund_____
- j. Flower Fund_____
- k. Fan Out List_____
- l. Correspondence Procedures_____
- m. Mail_____
- n. E.P.G.'s_____
- o. Social Activities_____
- p. Property Control_____
- q. Telephones and Intercom Use_____
- r. SF-160/ATC Evaluation Program_____

16. BRIEFINGS

- a. Human Resource Management_____
- b. LMR_____
- c. Civil Rights_____
- d. Accounting_____
- e. ATH-150_____

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- f. Public Affairs _____/_____
- g. ASO-300 Offices _____/_____
- h. ASO-1 Staff _____/_____

APPENDIX 3. SYSTEM REQUIREMENTS BRANCH STANDARD OPERATING PROCEDURES

1. PURPOSE. This appendix establishes standard operating procedures to be used by the System Requirements Branch, ASO-510.
2. FUNCTIONAL STATEMENT. The System Requirements Branch is responsible for providing support relating to air traffic control automation systems, NAS Plan implementation, telecommunications services, and the development of plans to improve, relocate and discontinue air traffic facilities. The branch manages regional air traffic automation functions, and provides guidelines and technical assistance in the implementation of automated programs and procedures and the establishment of new plans. The branch:
 - a. Prepares information and operational requirements as needed to initiate procurement of leased communications services. Periodically reviews leased services and recommends additions or deletions as appropriate.
 - b. Develops regional plans for the provision of leased communications services for operation of the air traffic system.
 - c. Plans for provisions of the necessary equipment to assure satisfaction of the region-wide requirements for air traffic leased communications and compliance with national standards and policies.
 - d. Within the broad framework of national policies and standards, develops and recommends plans for provisions of air traffic services, facilities and air navigation aids (except terminal NAVAIDS) as follows:
 - (1) Analyzes system and program requirements for air traffic services, facilities, and air navigation aids.
 - (2) Develops long-range plans, recommends priorities, and assists in planning for location of air traffic facilities and air navigation aids.
 - (3) Collects, compiles, analyzes, and develops statistical data, forecasts trends in air traffic which affect planning within the region.
 - (4) Provides general guidelines for determining planning requirements; recommends discontinuances of services, equipment and/or relocation of air navigation aids based on changing requirements.
 - (5) Identifies, reviews, and analyzes equipment requirements and deficiencies; develops regional plans, recommends provision of new programs with region-wide requirements; and indicates priorities in terms of overall regional needs.
 - e. Accomplishes immediate and long-range equipment planning for all air traffic facilities and navigational aids, and programs for their completion within budgetary procedures; and provides air traffic input during

installation and implementation of projects after receipt of project assignments.

f. Provides guidance to air traffic facilities in implementing national and regional policies, programs, and standards pertaining to the provisions of air traffic services.

g. Manages the Air Traffic Division automation functions providing direction as necessary to assure adherence of national and regional policies. Serves as the communications link between the Air Traffic Plans and Requirements Service (ATR) and ATC field facilities.

h. As the focal point for all air traffic control automation activities in the region, coordinates with all interested organizational elements, i.e., Airway Facilities Division automation elements, on matters of concern. Provides ATC automation advice and assistance to other branches and divisions.

i. Monitors system performance of all automated facilities in accordance with national policy and ensures corrective action is taken as necessary to correct problems and correct performance.

j. Develops policy, guidance, and procedures within national policies to ensure configuration control of operational software, compliance with national orders, adequate testing, and maintenance of system operations are maintained at a satisfactory level.

k. Manages regional/facility software activities required for Facilities and Equipment automation projects, including training, test plan development, and system shakedown activities. This requires input into the operational equipment layout, site preparation, and installation planning.

l. Ensures adequate staff work has been completed on all proposed automation software changes originating within the region and validates automation requirements.

m. Provides technical assistance to the Air Traffic Automation Software Policy and Planning Division (ATR-200) and the National Automation Support Facility located at the FAA Technical Center (AOS-440) when required to support NAS ATC operational programs and objectives.

n. Ensures automated facilities are prepared for national system deliveries, facility testing is adequate, and program start-up is timely.

o. Assists facilities in the identification, investigation, and documentation of air traffic control automation problems, ensuring proper priorities are assigned to problems. Develops near-term solutions within national policies and recommends long-term national solutions to these problems.

p. Processes NAS change proposals in accordance with national directives, including approval/denial authority for the development, testing, and implementation of NCPs that are local in scope.

q. Administers and provides support for contract services and assists in fly-ins, air shows, aerial demonstrations and temporary towers.

3. FUNCTIONAL TASK. Planning and Automation Section, ASO-513.

a. Staffing. The section is comprised of a Supervisor, Automation Specialists, Planning Specialists, a Video Production Specialist, and a Secretary. Most positions have primary and collateral assignments.

b. System/Program Implementation. When new systems or programs are implemented, specialists will monitor and/or participate in all planning, installation, testing, acceptance, transition, Initial Operating Capability (IOC) determinations, Operational Readiness Demonstrations (ORD), and closely monitor initial on-line systems performance.

c. System/Program Analysis. Specialists will continuously monitor and analyze all on-line systems performance. This includes establishing or validating requirements for replacement systems, upgrades and/or modifications. Utilizing field facilities' reports is one method to accomplish this.

d. Personnel Locator Board. This board is adjacent to the secretary's area and will be utilized by all personnel to indicate travel, training, leave, and Alternate Work Schedule (AWS) days off. On the last working day of the month, the secretary will clean the board and write in the dates of the new month. All applicable notations from the previous month will be carried forward.

e. Facility Status Boards. Specialists will maintain facility status boards for their own use, and for reference by the supervisor and other specialists in the primary specialist's absence.

f. Standard Distribution Lists. Specialists will maintain a Standard Distribution List of offices normally requiring information pertaining to their specialty. This list will include a facility contact and routing symbol, facility/office name and current mailing address. Generally, these are composed of all field facilities within a specialty, their Hub Managers (if applicable), and any other interested offices/organizations designated by the specialist or supervisor.

g. Personal Computers.

(1) Each member of the section, except the Video Production Specialist, is assigned a personal computer. The software included with them occasionally changes, but will generally include:

- (a) Word Processor
- (b) Database
- (c) Spreadsheet
- (d) Communication
- (e) Travel Voucher

(2) If difficulty with the software or hardware is experienced, specialists should contact the Office Automation Specialists in ASO-520 for assistance.

h. Directives Files/Binders.

(1) The Regional Air Traffic Division (ATD) maintains a Master Directives File located adjacent to the Division Manager's office.

(2) The section maintains directives binders containing those directives that apply to ATC automation plus others as needed. These are maintained in the section supervisor's office.

i. Facsimile (FAX) Transmissions. The ASO-510 branch FAX machine is located in the ASO-513 area. Specialists requesting the secretary to send a FAX message will supply a completed ASO FAX cover sheet containing all necessary information, or provide information as needed to develop a cover sheet. Upon successful transmission, the secretary will return the documents to the specialist with a notation of the time/date transmitted.

j. Employee Suggestions.

(1) Employee suggestions concerning ATC automation systems are forwarded to ASO-513 by ASO-520 for review and evaluation. They cannot be used to change NAS operational software. If the suggestion affects NAS configuration managed items, it must also be submitted concurrently with a NAS Change Proposal. Review procedures shall be conducted in accordance with FAA Order 1800.8. These evaluations shall be completed on Form 3450.17 and returned to ASO-520.

(2) Reference - FAA Order 3450.7 and FAA Order 1800.8.

k. Unsatisfactory Condition Reports (UCR). FAA Order 1800.6 provides employees with a direct method to advise management of unsatisfactory conditions and are accomplished by filing a Form 1800.1. UCRs shall be evaluated and resolution taken at the lowest level possible. In the event an UCR cannot be resolved at the regional level, it should be evaluated and

forwarded to the director of the headquarters office or service having staff responsibility for the program involved.

1. NAS Change Proposals (NCPs)/Case-Files.

(1) Specialists will process and track NCPs and case-files for systems for which they have responsibility. The section has primary responsibility for configuration management for all ATC automation systems.

ATR-200 is the primary contact for NCPs and case-files. Case-file processing normally requires the specialist to:

- (a) Obtain and review the required documentation.
- (b) Ensure normal coding conventions.
- (c) Validate the need for and methodology used to provide the capability or function.
- (d) Ensure adequacy of the documentation, procedures and test plan.
- (e) Obtain regional concurrences from ASO-500/400.
- (f) ARTS IIIA requires technical approval from support sites.
- (g) Establish tracking of the case-file.
- (h) Forward case-files for new ARTS IIA functions to ATR-200, upon completion of regional coordination. NOTE: Case-files that have been previously approved by ATR-200 may be approved for implementation at subsequent facilities by the ATD.
- (i) Coordinate ARTS IIIA case-files with ATR-200 and ATP-120, as necessary. The ATD has approving authority for ARTS IIIA case-files. Upon operational approval, the case-file is forwarded to ATR-200 for status accounting.
- (j) Execute letters of authorization/denial to field facilities.

(2) Case-files affecting hardware are coordinated with ASO-400 and are usually processed through AF channels.

(3) Reference - FAA Order 6120.1 and FAA Order 1800.8.

m. Congressional Inquiries. Congressional inquiries are responses to written inquiries from members of congress or their staffs. These require a

formal written response, normally for the signature of the Regional Administrator and must usually be accomplished with a short deadline.

n. Automation/Radar Outage Reports. When facilities call with an automation/radar outage report (ref.- SO 6040.15), the primary specialist for that system will, if available, take the report, complete the locally developed form, and advise the section supervisor of any significant events. The section secretary will take the report if no specialists are available.

o. Alternate Work Schedule (AWS). Section personnel may participate in the AWS within the guidelines of current directives and constraints.

p. Section Files/Day-File Binder.

(1) Specialists use the ASO-513 File Index to assign file codes to their memoranda, letters, and related documents. The secretary accomplishes this when no file code is indicated.

(2) The secretary inputs all section documents into the database by date, subject, and file-code for future reference. This data is also stored on diskette by fiscal year. Files for the current fiscal year are kept in the two top drawers of the filing cabinet. The two prior years are kept in the three lower drawers.

(3) The secretary maintains the day-file binder for quick reference by section personnel. This binder is circulated to all specialists monthly in order for them to maintain currency on all section activities/correspondence.

q. Recurring Actions and Reports. The following are recurring actions/reports used internally or sent to other offices or organizations:

(1) ARTS IIA Automation Performance Reviews- Monthly. (See ARTS IIA.)

(2) ARTS IIIA Automation Status Reports- Monthly. (See ARTS IIIA.)

(3) ARTS IIIA Performance Monitor Reports- Monthly. (See ARTS IIIA.)

(4) ARTS IIIA Automation Performance Reviews- Monthly. (See ARTS IIIA.)

(5) Annual Call for Training. (See ATC Automation Training.)

(6) Production of a Quarterly ASO-1 Information Video. (See Video Production Specialist.)

(7) Production of Graphics for the Budget Division. (See Video Production Specialist.)

(8) Quarterly Goals and Objectives. (See Collateral Duties.)

(9) Revalidation of Orders. Every two years specialists will revalidate those orders initiated by ASO-513.

r. Air Traffic Control (ATC) Automation Training.

(1) Specialist Responsibilities. Specialists will establish training requirements and identify personnel requiring ATC automation training for their specialty. They will also provide annual training requirements to the Automation Training Coordinator upon receipt of the annual "Call For Training" (N3000.XX).

Regional specialist's enrollment in ATC Automation Training will be entered into TRIMATE by the Branch Administrative Assistant.

(2) Section ATC Automation Training Coordinator. The specialist assigned this responsibility will maintain records and tracking of ATC Automation Course allotments and make class assignments for the region. The ASO-520 Training Specialist is the primary contact for this function. The Coordinator will, if required, provide completed Form 3000-13 for field personnel attending automation training to the ASO-520 Training Specialist. The ASO-520 specialist will enter the data into TRIMATE. (Normally this function is accomplished at the Terminal, Hub or ARTCC level.)

s. NAS Implementation Manager (NIM). The section supervisor is designated as the NIM and is responsible for implementation, on behalf of the ATD, of all regional programs associated with the Capital Investment Plan (CIP). The NIM acts as the ATD's principal liaison and interface with headquarters Air Traffic/other divisions, all regional divisions, and other regions/facilities in all matters related to the CIP. The NIM is responsible for planning, directing, coordinating and evaluating the safe, efficient, economical and effective implementation of the CIP. The NIM also serves as the Advanced Automation System (AAS) and Voice Switching and Communications System (VSCS) Regional Representative.

t. Primary Automation System Specialist. The primary specialist is the ATD expert in his/her assigned area/system and gives technical advice and assistance to regional branches/sections, facility management, contractors, maintenance, FAA Technical Center and headquarters personnel. The primary specialist represents the ATD Manager and has decision making authority. The specialist is responsible for all aspects of the assigned automation system(s) including:

(1) Defining system requirements.

(2) Planning.

- (3) Justification of implementation actions.
- (4) Configuration management.
- (5) Priorities.
- (6) Training requirements.
- (7) Facility automation evaluations.
- (8) Testing and analysis of proposed changes in equipment, procedures and systems.
- (9) Processing NCPs and case-files, including approval or denial authority for the development, testing and implementation of NCPs that are local in scope.
- (10) Maintenance of local patch library and documentation, if appropriate.

u. Primary Automation Systems.

(1) ARTS IIA. The primary contact at field facilities will be the Automation Specialists (AUS), Assistant Managers for Automation (AMA) and Assistant Managers for Plans/Programs (AMPP), as appropriate. Operational impacts will be coordinated with the Air Traffic Managers and Hub Managers. Extensive coordination with AOS-410, AVN-250, AAC-932C, ATR-200, ATP-100 and ATP-200 is required to resolve problems and obtain information. The specialist should maintain close coordination with ASO-465 (Radar/Automation Section) concerning equipment problems, deliveries, installation and transition.

(a) Support Memorandum of Agreement (MOA), Nassau, Commonwealth of the Bahamas. The specialist provides expert ARTS IIA assistance and software support services to the Government of the Commonwealth of the Bahamas (GCOB) in accordance with the MOA NAT-I-2065 (GCOB).

To accomplish this, circumstances dictate that some coordination be accomplished directly with the Automation Specialist(s) at Nassau, with the Director of Civil Aviation of the Commonwealth, or with the Southern Region International Staff (ASO-4).

(b) ARTS IIA Telephonic Cascade. The ARTS IIA specialist will initiate the ARTS IIA Cascade when immediate dissemination of information or immediate action is required for all ARTS IIA facilities. Initiation is made by calling the first facilities listed in the ARTS IIA Cascade (Order SO 1770.23) or through the Regional Operations Center (ROC), if necessary.

Use of the ARTS IIA Cascade Message local forms to compose the message is encouraged and will also act as documentation of cascade actions.

(c) ARTS IIA Automation Performance Reviews. These reviews are submitted to ASO-513 and ASO-465 in accordance with Order SO 7800.1, which contains guidance on the content and conduct of the facility automation performance review meetings. When the specialist receives these reports, they will be reviewed for system changes, operational impacts, trends and procedures. The information from these reports is used to assist in maintaining the ARTS IIA facility database.

(d) The specialist will conduct a monthly ARTS IIA Teleconference (TELCON) and distribute a "Recap" to all ARTS IIA facilities and their Hubs. Participants in this TELCON are normally each facility's AUS, ATM or other representative. Newly assigned facility managers should be extended a personal invitation to participate in the next TELCON. All Facility and Hub Managers are invited to participate whenever possible.

(2) ARTS IIIA. The primary contact at field facilities will be the Automation Specialists (AUS), Assistant Managers for Automation (AMA) and Assistant Managers for Plan/Programs (AMPP), as appropriate. Operational impacts will be coordinated with the Air Traffic Managers and Hub Managers. Extensive coordination with AOS-410, AVN-250, AAC-930, ATR-200, ATP-100, and ATP-200 is often required to resolve problems and get information. The specialist shall maintain close coordination with ASO-465 (Radar/Automation) concerning equipment problems, deliveries installations and transition.

(a) FAA and U.S. Army Support MOA, NAT 622. The specialist provides expert ARTS IIIA assistance and software support services to the United States Army at Ft. Rucker, AL, in accordance with this MOA. To accomplish this, coordination must be accomplished directly with the Assistant Manager for Automation and/or Automation Specialist(s) at Ft. Rucker.

(b) ARTS IIIA Telephonic Cascade. The specialist will initiate the ARTS IIIA cascade when immediate dissemination of information or immediate action is required for all ARTS IIIA facilities. Initiation is made by calling the first facilities listed in Order SO 1770.23 or through the RCC, if necessary. Use of the ARTS IIIA cascade message local forms to compose the message is encouraged and will also act as documentation of cascade actions.

(c) ARTS IIIA Automation Performance Reviews. These reviews are submitted to ASO-513 and ASO-465 in accordance with SO 7800.1, which contains guidance on the content and conduct of the facility automation performance reviews. When the specialist receives the reports, they will be reviewed for system changes, operational impacts, trends and procedures. The information in these reports is used to assist in maintaining the ARTS IIIA facility database.

(d) ARTS IIIA Automation Status Report. These reports are submitted to ASO-513 in accordance with Action Notice 6120.2. (This Action Notice has expired but the policies and practices therein continue to be in effect pending their inclusion in an order.) When the specialist receives the monthly reports, they will be reviewed for system changes, operational impacts, trends and procedures. The information in the reports is used to assist in maintaining the ARTS IIIA facility database.

(e) ARTS IIIA Performance Monitor Reports. These reports are submitted in accordance with Action Notice 6120.1. (This Action Notice has expired but the policies and practices therein continue to be in effect pending publication of a new notice or their inclusion in an order.) The specialist will review these reports for accuracy and trends, then forward as appropriate.

(f) ARTS IIIA/FSDPS (Flight Service Data Processing System) TELCON. The specialist conducts the TELCON monthly and composes/distributes minutes. The TELCON includes a representative of each Southern Region ARTS IIIA and FSDPS facility AUS staff.

(3) Enroute. The primary contact at field facilities is the Assistant Manager for Automation (AMA). The primary contact at the headquarters level is the enroute specialist in the Automation Policy Branch, ATR-230, and the Supervisor, Enroute Field Support Section, AOS-423. The specialist is responsible for elevating facility concerns and needs to the headquarters level and coordinating with the Resources and Planning Branch, ASO-420 and the Radar/Automation Section, ASO-465.

(Technically ASO-465 is not responsible for enroute systems, however, they have been willing to provide assistance in the past.)

(a) The specialist acts as the regional representative for the National Enroute Automation and Direct Access Radar Channel (DARC) TELCONs and conducts the monthly Regional Enroute Automation TELCON.

(b) The specialist is responsible for processing enroute case files. Case-files which are national in scope are coordinated with the other regions and held until ATP-100 issues a national call for case-files.

Case-files which are local in scope are reviewed and, if approved, sent to ATR-200 to be considered for inclusion in the Enroute National Local Patch Library (NLPL). Regions may not approve any modifications to the enroute NAS operational or support software.

v. Primary Assignments of Planning Specialists.

(1) General. The specialists are the air traffic experts in the areas of planning, implementation and transition to new automated ATC systems. They are responsible for NAS implementation issues/projects on behalf of the

ATD and maintaining facility contacts. Additionally, they are the regional information expert on these systems. As the information expert, they are responsible for the gathering of available information and the dissemination of that information to Southern Region air traffic controllers. They accomplish information distribution in accordance with SO 7800.2 (Distribution and Tracking of AAS information).

(2) Flight Service. Planning specialists share duties which pertain to advanced systems/planning for the flight service option.

(3) Terminal NAS Implementation Specialist (T-NIS). The T-NIS is responsible for planning duties which pertain to the terminal ATC environment. The primary contact is the Terminal AAS Hub Contact (HUBCON) in each terminal hub (as described in SO 7800.2). The T-NIS is responsible for taking on NAS implementation issues/projects on behalf of the ATD.

(a) The T-NIS acts as a member of the Southern Region Terminal Integration Working Group (TIWG) representing the ATD.

(b) Terminal HUBCON Status Board. The T-NIS maintains the Terminal HUBCON Status Board for their own reference and the reference of other specialists and the supervisor in his/her absence.

(c) Liaison. Maintains regional liaisons between AAS teams, projects and affected Southern Region facilities.

(d) HUBCON TELCON. The specialist conducts this TELCON monthly and is responsible for publishing minutes.

(e) The T-NIS acts as ATD representative for all terminal planning projects in the Southern Region.

(4) Enroute NAS Implementation Specialist (E-NIS). The E-NIS will generate and accomplish the distribution and tracking of Advanced Automation System Enroute information within the Southern Region through the Assistant Managers for NAS Implementation (AMNIs). In addition, the specialist will:

(a) Maintain liaison between the ARTCC AAS implementation teams and supports the AMNI in coordinating major issues and problems with facility management.

(b) Coordinate with staff offices, Airway Facilities Sector, regional and headquarters offices, and contract personnel concerning NAS Plan project requirements and problems.

(c) Review NAS Plan project documentation to maintain familiarity with system functions and contract requirements, and inform affected personnel about NAS Plan project progress, resource requirements, deployment strategies, and schedule changes and status.

(d) Develop technical documents related to site project implementation.

(e) Develop and maintain special project files relating to NAS Plan projects.

(f) Coordinate AAS team member travel with the AMNI and facility management.

w. Video Production Specialist.

(1) The Video Production Specialist is responsible for the production of all video projects, and primarily for the ATD. (As all divisions within the region and headquarters use this specialist for their projects, a basic understanding of each division is useful.) These video projects include all phases of production from preplanning, script, talent, lighting, audio, taping, and post-production (including off-line and on-line editing). Knowledge of computer graphics is required. The specialist produces all other forms of visual communications from posters, slides, overheads, lobby displays, etc.

(2) The specialist deals with abstract thoughts and utilizes creative approaches to solve visual/technical problems. He/she handles the budget for all productions. If overruns are necessary, the specialist will advise management of options and justifies monies spent. The specialist must be able to act independently with little supervision. This position requires some management skills, as most projects require many specialists working together for success.

(3) The specialist performs the following recurring actions:

(a) Creates graphics for the Budget Division's annual conference.

(b) Ensures audio visual equipment/art materials are purchased and maintained within a quarterly budget.

x. Section Secretary. In addition to the duties described in previous paragraphs, the secretary will:

(1) Maintain the FAX machine and its paper supply. He/she will check the receiver four times a day for incoming messages. The secretary checks the cover sheets to match the number of pages FAXed and is responsible for the assembly of each set of messages and distribution to the appropriate personnel.

(2) Maintain section office supplies.

(3) Perform telephone receptionist duties, directing calls to the proper division/branch/section and/or specialists.

(4) Prepare and distribute specialist generated mailings of up to 35 facilities each.

(5) Prepare Time and Attendance (T&A) records for section.

(6) Make travel arrangements for section personnel.

(7) Prepare Permanent Change of Station (PCS) documents.

(8) Schedule meetings and TELCONs, when necessary, for the supervisor and specialists.

(9) Type letters, reports, and other material using the proper format and with minimal error in punctuation and spelling. Documents to be printed on the letter-quality printer by the secretary are normally submitted on floppy disk in a format and version that is compatible with the secretary's computer and software.

(10) Establish and maintain office files.

(11) Maintain a working knowledge of travel vouchers and regulations and assists section specialists in completing travel vouchers.

(12) Receive, review, and distribute incoming mail to supervisor and persons responsible for appropriate action.

(13) Respond to follow-ups on suspense dates of correspondence.

y. Associated Specialty Assignments. The following ATC automation systems do not have a primary specialist dedicated to them and are assigned as collateral duties:

(1) EARTS. The principal contact is the Assistant Manager for Automation (AMA), San Juan CERAP. The specialist represents the region for the EARTS portion of the National Terminal Automation TELCON and on the San Juan CERAP/IFSS Implementation Matrix Team.

(2) FSDPS. The primary contact is the AMA at each FSDPS. An ASO-513 specialist is responsible for processing case-files.

(3) FDIO. There is no official regional Airway Facilities contact for FDIO, however, ASO-465 has been willing to provide assistance.

The regional AF focal point for FDIO is the Atlanta Air Route Traffic Control Center (ARTCC).

z. Collateral Assignments.

(1) ATD Electronic Bulletin Board (ATD EBB). The ATD Electronic Bulletin Board was established as a communications and distribution tool by the division. ASO-513 has the responsibility to operate and maintain it. Because of limited disk space, maintenance includes running, at least once a month, a program to produce EBB statistics, deleting outdated files and messages. User files should be reviewed to remove duplicate and invalid names. Current virus programs should be obtained and made available in the Virus Detection and Prevention directory.

Uploads should be scanned for viruses before being moved to the download directory. Conferences may be added at the request of other Southern Region Divisions/Branches as well as Headquarters.

(2) Regional Operations Center Call-Back List. This list is maintained for the Regional Operations Center (ROC) and contains names, home telephone numbers and Specialty assignments of section personnel and their alternates. This list is used by the ROC to contact the proper specialist when a field level problem or system impact outage occurs outside of normal business hours.

(3) TELCON Assignments. This is a list maintained for all section personnel with TELCON assignments and lists the titles, dates, times and dial-in numbers of TELCONs the section participates in. Its primary purpose is for specialists to know when to cover the TELCONs assigned to another specialist who is out of the office.

(4) Facility Feedback Survey(s). The section conducts an annual survey of regional facilities. This survey asks field facilities to respond to a variety of questions intended to capture:

- (a) The quality of service the section is providing.
- (b) Methods and areas for improvement.
- (c) New areas of services required.

(d) Data from the survey is analyzed by each specialist and recommendations are forwarded to the supervisor. From these, an action plan for the section is formulated. Prior to the next survey, the previous year's action plan is reviewed and assessed.

aa. Section Goals and Objectives. A specialist has been assigned the responsibility of maintaining and updating the section's Goals and Objectives. The specialist collects input from the other specialists and prepares a summary for the section's input to the ATD's Goals and Objectives. Once the ATD Goals and Objectives are determined, the specialist collects quarterly progress reports from the other specialists and prepares the section's

quarterly progress summary for submission to the branch Administrative Assistant.

bb. Daily Summaries.

(1) National Airspace Performance Reporting System (NAPRS) Summary. The specialist will review and summarize the daily NAPRS report for the section supervisor and enter the summaries in a database. Copies of daily NAPRS reports are circulated to all section specialists.

(2) Regional Weather Forecast. The specialist will provide the ATD Manager with a summary of the regional weather observations and forecasts each work day.

(3) National/Regional TELCON Assignments. Section personnel participate in National/Regional TELCONs according to their specialization. The times, dates and specialist assigned are maintained on the TELCON assignment list.

(4) ASO-513 Regional TELCONs. The conduct and content of the following monthly TELCONs with field facilities is the responsibility of the primary/associated specialist. Their purpose is to provide field support and guidance, receive field concerns and problems, and disseminate current information. "Recaps," "Summaries," or "TELCON Notes" are generated by the specialist responsible for the TELCON, and are distributed to all affected facilities, plus other offices of interest. (See Specialist and Collateral assignments.) TELCONs are as follows:

- (a) ARTS IIA
- (b) ARTS IIIA/FSDPS
- (c) Enroute
- (d) EARTS
- (e) Terminal AAS HUBCONs

(5) ATC Automation Training Coordinator. (See ATC Automation Training.)

cc. NAS Team Assignments.

(1) The section supervisor will select regional specialists for team assignments where such representation is required.

(2) Specialists will solicit and nominate ASO personnel for field team memberships according to the expertise and experience required by the

team. The section supervisor will make selections after coordination with the facility manager(s).

dd. AAS Travel. Regional personnel traveling for AAS and VSCS purposes will use regional AAS funds. Field personnel traveling for these purposes will use funds provided by their NAS Coordination Office (NCO). This travel is accomplished as needed, to review requirements, support or participate in technical interchange meetings, set requirements, etc.

ee. Facility Visits. Facility visits should be made annually, if possible, to all automated ATC facilities, by the appropriate specialist. The purpose of these visits is to see the facility first-hand, meet the facility staff and controllers and verify compliance with existing directives by the automation department. This verification will be presented in the way of assistance to the facility and has the overall objective of standardization. Trip reports will include observations of the effectiveness of the automation system and staff of the facility and any problem areas not in the process of resolution.

ff. Requests for Data from Outside Agencies. Requests for automation data (ARTS Data Extractions/Reductions, DART, National Tracking Automation Program (NTAP), etc.) will be handled in accordance with current directives. All requests for data or information under the Freedom of Information Act (FOIA) will be directed to ASO-540. Requests from news media will be directed to ASO-5.

gg. Requests for Computer Data for Airport Noise Studies. Requests from airport authorities or city/county governments for data to be used in noise studies shall be handled in accordance with FAA Order 1200.22. The section acts as the focal point for all such regional activities, providing necessary guidance to the field facilities.

4. FUNCTIONAL TASK. Facilities and Equipment Planning Section, ASO-514.

a. Staffing. The section is comprised of a section supervisor, six planning specialists (generally, three terminal specialists, two enroute, and one flight service) and a secretary. Most positions have primary and collateral assignments.

b. Section Common Procedures.

(1) Personnel Locator Board. This board is maintained outside the section supervisor's office and will be utilized by all personnel to indicate travel, training, leave, and alternate work schedule (AWS) days off. On the last working day of the month, the secretary will clean the board and write in the dates of the new month.

(2) Personal Computers. Each member of the section is assigned a personal computer. The software included with them occasionally changes, but will generally include:

- (a) Word processor.
- (b) Database.
- (c) Spreadsheet.
- (d) Travel voucher.

NOTE: If difficulty with the software or hardware is experienced, specialists should contact the Office Automation Specialists in ASO-520 for assistance.

(3) Directive Files/Binders. The ATD maintains a Master Directives File located adjacent to the Division Manager's office.

(4) Section Files. Section files are located adjacent to the administrative assistant's area. Specialists use the ASO-514 file index to file code their memoranda, letters and related documents. Documents should have file codes entered on the top right hand corner of the document and then placed in the specialist's out box. The secretary will then collect and file them.

(5) Alternate Work Schedule (AWS). Section personnel may participate in the AWS within the guidelines of current directives and constraints. The section supervisor has responsibility for approval or disapproval of any AWS.

c. Unsatisfactory Condition Reports (UCRs). ASO-510 is the focal point for UCRs related to equipment problems. UCRs are logged in by the branch administrative assistant and forwarded to the specialist responsible for the facility involved. The specialist reviews the UCR to determine the appropriate level at which the UCR should be closed.

If unable to close at the facility level, the specialist will coordinate with Airway Facilities to effect closure at the regional level. If closure cannot be accomplished at the facility or regional level, the specialist will forward the UCR to the appropriate headquarters office.

d. Congressional Inquiries. Congressional inquiries are responses to written inquiries from members of congress or their staffs. These require a formal written response, normally for the signature of the Regional Administrator. Depending on the subject of the inquiry, the specialist having responsibility for the item will research the subject and prepare the formal written response.

e. Employee Suggestions. Employee suggestions concerning equipment/facilities are forwarded to ASO-514 by ASO-520 for review and evaluation. If the suggestion affects NAS configuration managed items, it must also be submitted along with a NAS Change Proposal. Review procedures shall be conducted in accordance with FAA Order 1800.8. These evaluations shall be completed on Form 3450.17 and returned to ASO-520.

f. NAS Change Proposals (NCP). Specialists will process and track NCPs and case-files for systems for which they have responsibility. Case-file processing normally requires the specialist to:

- (a) Obtain and review the required documentation.
- (b) Validate the need for and methodology used to provide the capability or function.
- (c) Ensure adequacy of the documentation, procedures and test plan.
- (d) Obtain regional concurrences from ASO-500/ASO-400.

g. Facilities and Equipment (F&E) Budget.

(1) ASO-514 is the focal point in the Air Traffic Division for the Facilities and Equipment (F&E) Budget. The basic responsibility of ASO-514 is one of defining the Air Traffic Division's requirements to ensure our field facilities are equipped with the proper facilities and equipment to meet the demands placed upon them by system users. Our primary tool for this activity is the annual F&E budget. The primary source for the data in our budget submissions is the facility manager.

(2) Sequence of events for an (F&E) Budget in the Southern Region:

(a) June 1: Deadline for field facilities to submit items to ASO-514 for the next F&E Budget.

(b) The specialist assigned the duties of F&E Coordinator logs all submissions received in the computer database.

(c) All submissions are passed to the appropriate specialist for a determination of Validate/Nonvalidate. Certain publications such as the Airway Planning Standard (7031.2, 7031.3, 7031.4), and the F&E Call for Estimates contain provisions and conditions relating to the validation of items. Where specific written guidance is not available, the specialist applies his/her knowledge and experience to make the determination. The coordinator logs the determination and nonvalidated items are placed in the appropriate binder. The specialist ensures that each validated submission is in the proper format (FAA Form 2500.70) and is placed in the appropriate word processing file. If the submission needs to be strengthened and/or rewritten to tell the "story" better, he/she rewrites the item.

Submissions for Instrument Landing Systems (ILSs,) Runway Visual Ranges (RVRs), and certain other navigational aids are deferred to Flight Standards (FS) for action. The section still logs them in and provides feedback. Submissions for additional enroute sectors are referred to ASO-530 for evaluation and validation.

(d) The item is typed in final form. It is placed in a computer file and two hard copies are made. The coordinator reviews the write-up and initials one copy to indicate that it meets "Call" requirements and is free of errors. The write-up is then passed to the ASO-514 supervisor for review.

(e) After the supervisor reviews and initials the write-up, the coordinator sends the second hard copy and the computer file to ASO-422. The date the write-up is sent to AF is recorded on the initialed copy of the write-up and is also entered in the computer database. The initialed copies of the write-up are then placed in a binder and retained for record purposes. The deadline for ASO-514 submissions to ASO-422 is August 31.

(f) ASO-422 enters all write-ups into the specialized database which was contractor developed specifically for F&E purposes. This database was developed for use by all regions.

(g) The electronics, plants, and telecommunications engineers make a cost estimate and Project Material List (PML) for each write-up.

(h) ASO-422 compiles all write-ups and places them in the appropriate category as defined in the "Call." Items not falling under a National Program (NP) item in the "Call" must be placed in the regional budget.

(i) On approximately December 10 of each year, AF, AT, and FS meet to establish the priority for every item listed.

(j) Each division establishes the priorities for items in the categories which they sponsor, e.g., Air Traffic will establish the priority for the tower relocate and tower modernize items (most of the items in "Call" Categories 1, 2, and 3 in Appendix 2). Airway Facilities establishes priorities for items such as Replacing TACAN antennas and building repair (most of the items in Categories 4 and 5).

(k) AT, AF, and FS jointly establish priorities for all items which do not qualify for inclusion in an NP item. These items vie for the funds allocated to each region for their regional budget. Normally, all items submitted by FS qualify for an NP item.

Historically, only about half of the regional budget survives; therefore, it is very important that each division's highest priority items are placed near the top of the list because the entire list rarely gets funded.

(1) The next review is accomplished by the division managers. The final review in the regional office is done by the Regional Administrator.

(m) ASO-422 finalizes all write-ups and oversees the printing of the budget. The deadline for submission to headquarters is approximately January 20.

(n) After the budget is mailed, each facility is given written feedback on the disposition of every item considered for the facility. If an item is nonvalidated, a reason is given for why it was nonvalidated.

(3) Field managers should not resubmit a project that is already in a budget. Should it be dropped later, ASO-514 will either resubmit in a subsequent budget, or request the facility to resubmit the item. This policy is reflected in Order SO 2500.5.

(4) The work with a particular budget does not end with its mailing to headquarters. The feedback packages received from each level of review are evaluated to determine the status of items.

If one is cut, it becomes a candidate for inclusion in the following year's budget. However, if timely feedback is not received from the Office of the Secretary of Transportation (OST) and/or the Office of Management and Budget (OMB) reviews, ASO-514's deadline for finalizing budget year submissions to ASO-422 could expire before it is known that an item has been dropped. In this situation, the item is resubmitted for consideration the following year.

(5) Each budget receives at least the following reviews after leaving the regional office:

- (a) Headquarter's validate/nonvalidate.
- (b) Headquarter's prioritization.
- (c) OST review.
- (d) OMB review.
- (e) Congressional review and appropriation action.

NOTE: After Congress completes its action and the budget becomes an appropriation, it is passed down to the FAA through OMB and OST. After the FAA receives the appropriation, adjustments must be made to accommodate any Congressionally mandated projects. Many times, Congress will add projects to the budget during its review. These are normally large dollar items such as

radars, ILSs, etc. Unfortunately, in most cases, Congress does not provide the additional dollars required. Usually, the funding level of large dollar items will be reduced to provide funds for mandated projects; however, there are times when whole projects will be eliminated. Even though an item survives the review process and receives Congressional approval, no guarantee is given that a Project Authorization (PA) will be issued.

h. Revalidation of F&E Projects.

(1) Normally, there is a considerable time frame from the time a requirement is identified for an F&E project and the Project Authorization (PA) is received. Often requirements change during this period. The scope of the project may need to be revised or the project may no longer be required. Failure to take action on projects of this nature could result in unnecessary expenditures. The following procedure is established to revalidate projects.

(2) ASO-514A will stamp one of the two PAs received from ASO-420 for each project with the Validate/Nonvalidate stamp. The appropriate ASO-514 specialist will review projects pertaining to Air Traffic and coordinate with the facility which initiated the requirement to determine if the requirement still exists (PAs not pertaining to AT should be discarded). If the requirement does still exist, the specialist places his/her initials on the validate line and dates the paper. One copy of the PA should be sent to the facility and the other copy is placed in the facility file. If the requirement no longer exists, the specialist will place his/her initials on the nonvalidate line and write a memo to ASO-422 requesting that a hold be placed on the project pending reprogram action. Correspondence and PAs on these projects will be placed in the appropriate branch file.

(3) Validated projects requiring a change in scope will be handled similar to a new requirement. A revised Form 2500-70 must be forwarded to the Facilities and Equipment Section, ASO-422, detailing revised requirements.

i. Telecommunications.

(1) The duties of the Telecommunications Coordinator for the Southern Region Air Traffic Division (ATD) are assigned to an ASO-514 specialist. The Telecommunications Coordinator is the primary contact and coordination point for all ATD telecommunications requirements, requests, and submissions.

(2) The Telecommunications Coordinator's primary duties are to coordinate with the appropriate office(s) concerning telecommunications for the ATD in the regional office, coordinate operational (non-administrative) telecommunications for field facilities, and maintain appropriate records for tracking of Telecommunications Service Requests (TSRs).

(3) There are three different types of telecommunications submissions sent to the ASO-514 office during the year; TSRs for service

implementation, the Annual Revalidation of Circuit Requirements, and the TSRs for the Leased Services Budget.

(4) TSRs may be submitted throughout the year and should be submitted on SO Form 4441-1, Telecommunications Request. TSRs take a minimum of six weeks to process before a work order is issued. This applies to routine requests, i.e., headsets and related equipment, local circuits, and foot pedals. Major requests for long circuits and large equipment changes could take up to six months to accomplish. F&E specialists shall:

(a) When an SO Form 4441-1 is received from a field facility, check the form for accuracy and validate the requirement. If a letter from a field facility is received, the specialist shall complete an SO Form 4441-1, including a valid justification statement.

(b) Forward all SO Forms 4441-1 to the telecommunications coordinator.

(5) Telecommunications Coordinator shall:

(a) Check each Form 4441-1 for completeness, accuracy, and proper justification.

(b) Assign an "AT" number to the Form 4441-1 and log in the telecommunications binder. "AT" numbers shall be composed of the last two digits of the calendar year, followed by a sequential number, e.g., "XX-121" where XX equals the current year.

(c) Complete the Form 4441-1 by adding the "AT" number, have the submitting specialist sign as the "ASO-514 specialist", and then sign "for" Manager, ASO-510.

(d) Provide a copy of the completed request to ASO-480 for their actions to issue a TSR and place the original in the telecommunications binder.

(e) Act on the copy of the issued TSR received from ASO-480. When received, the specialist shall make a copy for the submitting specialist, and attach the issued TSR to the request in the telecommunications binder.

(f) The Telecommunications Coordinator should perform a tracking action at least monthly to verify that TSRs have been issued on all AT requests submitted to ASO-480. The tracking report shall be forwarded to ASO-480 for justification and verification. ASO-480 will respond to the tracking report with any updated information.

j. Annual Revalidation of Circuit Requirements.

(1) Annual revalidation of circuit requirements shall be accomplished during the first three months of each calendar year. The reports shall be forwarded to ASO-510 not later than April 1 of each year. In memorandum format, the certification reports shall include requests for discontinuances or modifications of circuits, equipment and/or services identified in the revalidation process. If there are no changes, a statement to that effect is required (FAA Order 7031.4, SO AT SUP 1, SUBJ: Airway Planning Standard Number Four - Leased Air Traffic Control Communications Services).

(2) F&E Specialists shall:

(a) Review the circuit revalidation submissions and complete telecommunications requests, if necessary.

(b) Forward all circuit revalidation submissions and associated telecommunications requests to the Telecommunications Coordinator.

(3) The Telecommunications Coordinator shall:

(a) Maintain a log of all submissions and process any associated telecommunications requests.

(b) At the completion of the revalidation process, submit a report from the Manager, Air Traffic Division, ASO-500, to the Manager, System Plans and Programs Division, ATR-100, certifying that circuits have been examined and revalidated. The report shall be narrative form covering the results of the revalidation process. This report shall be forwarded on or before October 15.

k. Telecommunications Budget Submissions.

(1) The Annual Leased Telecommunications Budget submissions are due into ASO-510 by October 15 of each year. The submissions shall include the Budget Year requirements and changes to the Current Year requirements, along with supporting justification. The revised Current Year requirements should only include deletions, not additions. New requirements should be included in the Budget Year.

(2) ASO-480 will advise us by letter or Speed Memo of the deadline for submission of the Leased Telecommunications Budget. A letter shall then be sent to the field facilities from ASO-514 detailing submission procedures and restating their deadline for submissions to ASO-514. During this same time period, the ASO-514 specialists should be briefed on the Leased Telecommunications Budget Procedures.

(3) F&E Specialists shall:

(a) Validate/nonvalidate all field submissions.

(b) Ensure each submission is on the proper form (SO N 2500.126, Appendix 1. Telecommunications Budget Call), and in the proper format, including justification statements.

(c) When the regional F&E Budget submission is being formulated, F&E specialists will assume F&E funding will be approved and shall extract those items (both operational and administrative) that will require telecommunications actions (e.g., an F&E Budget submission for establishment of a new ATCT that will require an Integrated Communication Switching System (ICSS) and administrative telephone system). These items will be entered on a Telecommunications Budget Call form with a projected service date and reflect the Job Number (JON) of the original F&E submission.

(d) Forward completed forms to the Telecommunications Coordinator.

(4) The Telecommunications Coordinator shall:

(a) Maintain a log of all submissions.

(b) Prepare and maintain duplicate binders (one for ASO-514 retention, and one for submission to ASO-480) of field submissions, each subdivided into "validated" and "nonvalidated" sections. The binder shall also include the Revised Current Year requirements.

(c) Obtain printouts of previous two years' Leased Telecommunications Budget from ASO-480. These will show which projects have been approved/not approved.

(d) Have each specialist check the above printouts for "not approved" projects, and have him/her determine whether they are still needed. If still needed, resubmit, with reference to ASO-480's log numbers.

(e) Brief ASO-514 on nonvalidated items.

(f) Submit the copy of the binder prepared for Airway Facilities (in (b) above) to ASO-480 on or before the agreed-upon submission date. (The binder should include a list of submissions from the database in which the submissions were logged.)

(g) Place the Telecommunications Budget Call form in the appropriate year's telecommunications binder when received for F&E Budget items that will require telecommunications actions.

NOTE: When a request is submitted in a Leased Telecommunications Budget, it does not operate like the F&E budget. If an F&E Budget submission is approved and remains in the Budget, the requested work will be performed at a future date. In the Leased Telecommunications Budget, cost estimates are compiled and a total amount of funds is requested for that Budget Year. When that fiscal year arrives, a TSR must be submitted to use the funds and to get the requested work done. For example, the 1993 Budget Year requests were submitted in October 1990.

During September or October 1992, TSRs should have been submitted to ASO-510, from the field facility, for the same work requested in the budget. If a TSR is not submitted, the work will not be performed. All administrative telecommunications requests from field facilities are to be processed through the local Airway Facilities Sector Field Offices (SO Order 4441.10). ASO-514 will process the regional office ATD requests.

1. Facility Shutdowns.

(1) Many modifications must be made to operating systems such as radars, VORs, ILSs, etc., which require the facility to be off the air for an extended period of time. In order to ensure that all appropriate coordination was accomplished with the Air Traffic field facilities, a coordinator was established in the Air Traffic Division. Since ASO-514 is the focal point for equipment issues, it was determined that ASO-514 would perform this function.

(2) Order SO 6020.4 provides policy guidance for the management of an extended shutdown of a commissioned facility or service of the NAS.

(3) The procedure for facility shutdown is as follows:

(a) The shutdown coordinator will attend a monthly meeting on shutdown issues. The meeting is scheduled by Airway Facilities. In addition to the AF & AT coordinators, those in attendance include engineers from the Airway Facilities offices concerned with completing the work.

(b) Review and revise the present published schedule at the monthly meetings, and present new shutdown requirements as needed. In addition to the monthly meetings, unscheduled requirements frequently are received from AF which require action by the ASO-514 coordinator.

(c) Upon receipt of a request from AF for an extended shutdown, contact the appropriate facility to obtain concurrence for the shutdown.

If the schedule presented by AF is not satisfactory due to operational requirements, one or more time frames should be obtained that would be satisfactory to the facility and presented to AF.

(d) Keep notes on all conversations concerning shutdown coordination. Frequently, a breakdown in communications occurs when coordination is made concerning a shutdown that will occur weeks or months hence. It is very important to have a record of the date, time, and person with whom the coordination occurred.

m. Local Projects.

(1) Each region receives a block of F&E funds to accomplish small projects which require F&E funding. The Call For Estimates contains an item depicting the amount of funds that will be handed off for this purpose to each region in the Budget Year covered by the Call.

(2) The following is the typical route of a Local Project from establishment of the requirement to issuing a Project Authorization.

(a) A field facility has a need which requires F&E funding.

(b) The facility completes an SO Form 2500.70 describing the problem, defining the solution, enters appropriate remarks, and forwards it to ASO-514.

(c) The specialist responsible for the facility evaluates the need and validates or nonvalidates the requirement.

(d) If the requirement is validated, the completed form is then forwarded to the ASO-514 Local Projects Coordinator.

(e) The ASO-514 Local Projects Coordinator makes a copy of the correspondence. The copy is forwarded to ASO-422 and the original is kept in the ASO-514 Local Projects binder.

(f) The ASO-514 Local Projects Coordinator establishes priorities, with the input of the ASO-514 specialists, for all Air Traffic submitted items.

(g) The priority list must be continually updated and close coordination with the ASO-422 Local Projects Coordinator should be maintained.

(h) The ASO-422 Local Project Coordinator completes the necessary paperwork to obtain approval to establish the project. Approval for a project is obtained from ASO-200, ASO-400, and ASO-500. ASO-30 must sign the form to signify that funds exist for the project. The ASO-422 Coordinator then completes a Project Authorization, which gives approval to spend the money.

The ASO-514 Local Project Coordinator needs a copy of all correspondence relating to a Local Project for the file.

n. Primary and Collateral Assignments. ASO-514 specialists are assigned specific field facilities. They work with management to ensure their needs are met concerning equipment required to perform air traffic duties. Additionally, specialists are assigned collateral duties. These include various programs currently used in the field. Each specialist has the responsibility to become the regional air traffic expert on programs assigned to him/her. He/she is to attend conferences, meetings, and handle all correspondence relating to the particular subject matter. Examples of these programs include, but are not limited to; ARSR, Airport Surface Radar (ASR), Nav aids, D-BRITE, Flight Data Input Output (FDIO), Airport Weather Observation System (AWOS), Airport Weather Information System (AWIS), Controller Chairs, Information Display System (IDS), Pre-Departure Clearance, Airport Surface Detection Equipment (ASDE), Meteorological Weather Processor (MWP), and HIWAS.

o. Call-Up File.

(1) Frequently, a letter requires coordination with other divisions and offices which will require a week or more to coordinate. Specialists should place a 3X5 memo slip on it marked "S" for suspense along with the date to be returned to the originator and placed in the out box. It should contain initials or routing symbol so the secretary knows who should receive it.

(2) The secretary will place the memo in a call-up file which has a slot for each day of the month. This file is kept at the secretary's work station and is checked daily. Work for the current day is returned to the appropriate specialist.

p. Section Secretary. In addition to the duties described in previous paragraphs, the secretary shall:

(1) Maintain section office supplies.

(2) Greet visitors and perform telephone receptionist duties, directing calls to the proper division/branch/section and/or specialists.

(3) Prepare and distribute specialist generated mailings.

(4) Prepare Time and Attendance (T&A) records for section personnel.

(5) Make travel arrangements for section personnel.

(6) Schedule meetings and TELCONs, when necessary, for the section supervisor and specialists.

(7) Type letters, reports and other material for the section supervisor and specialists.

(8) Establish and maintain office files.

(9) Receive, review, and distribute incoming mail to section supervisor and persons responsible for appropriate action.

q. Facility Visits. Planning specialists are encouraged to conduct at least one annual field visit to all their assigned facilities. This helps the specialist to become familiar with the present and future needs of each facility.

APPENDIX 4. RESOURCE MANAGEMENT BRANCH STANDARD OPERATING
PROCEDURES

1. PURPOSE. This appendix establishes standard operating procedures to be used by the Resource Management Branch, ASO-520.
2. FUNCTIONAL STATEMENT. The Resource Management Branch is responsible for reviewing, analyzing, and developing the regional training plan, serving as the divisional contact for all contracts, tracking divisional resources, and managing divisional acquisition programs and the divisional administrative automated data processing program (ADP). The branch:
 - a. Reviews and analyzes training requirements, consolidates requirements, and develops the regional training plan. Establishes priority of need for a regional program and recommends establishment of new national training programs to meet training requirements. Identifies the need for air traffic technical programs, recommends specific training courses and programs and monitors the effectiveness of the programs. Manages regional Air Traffic training resources, including regional allocations for technical and other training.
 - b. Provides guidance to the Air Traffic Division in the implementation of national and regional policies, programs and standards pertaining to the provisions of air traffic services, insofar as these items are affected by the budgetary process.
 - c. Develops and tracks regional Air Traffic operations budget programs.
 - d. Provides staff support for senior Air Traffic management by identifying, collecting and consolidating management information as required.
 - e. Serves as the focal point within the division for statistical data reference activity surveys of airports to determine locations which qualify for FAA air traffic services.
 - f. Identifies trends in air traffic activity which affect operational planning requirements within the region and makes recommendations in the planning process to accommodate the projected changes.
 - g. Serves as the principal division contact for all contracts, i.e., contract weather, contract training and contract tower activity, etc., and handles the administration of the contract services program.
 - h. Tracks and monitors division use of resources such as positions, personnel, travel, overtime, permanent change of station (PCS), and procurement requests for equipment and supplies.
 - i. Manages the ATD administrative acquisition program, utilizing the System Acquisition Management (SAM) Program.

j. Serves as the principal division contact with the following divisions: Accounting, Budget, Logistics, Management Systems, Civil Aviation Security in matters relating to automation security, and Human Resource Management (except Labor Relations Branch).

k. Reviews and analyzes staffing, training, and other resource requirements received from Air Traffic field facilities, and coordinates these with the Facility Operations Branch. Develops and recommends budget requirements for operation of Air Traffic facilities giving consideration to recommendations from other branches in the division, particularly, the Facility Operations Branch.

l. Administers the Modular Applicant Tracking Employment System (MATES) program and special emphasis training programs, i.e., Pre-developmental, Cooperative Education, etc.

m. Serves as the principal division contact for Office of Management and Budget (OMB) Circular A76 and A123 activities.

n. Administers the division Information Resource Management (IRM) program, which includes ADP system development and application, and provides computerized methods for automating information systems.

o. Participates in the inter/intra-divisional review process of the operations budget.

p. Provides personnel management guidance to Air Traffic elements in areas such as position descriptions and implementation of classification guidelines.

q. Serves as the division focal point for statistical data, forecasts trends in air traffic which affect operations, planning, and program requirements within the region.

r. Administers the Incentive Awards Program and the Employee Suggestion Program.

s. Serves as the division Special Emphasis Program focal point.

3. FUNCTIONAL TASKS BY POSITION. Listed below are the branch positions and the associated functional tasks for each position.

a. ASO-520A:

(1) Career Service Emblems

(2) Mail Control

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- (3) Incoming Mail
- (4) Outgoing Correspondence
- (5) Files Maintenance
- b. ASO-520.1:
 - (1) Annual Call For Training Coordinator
 - (2) Regionally Arranged and Conducted Training (RACT) Budget
 - (3) Technical Training Administration
 - (4) Air Traffic TRIMATE Coordinator
 - (5) On The Job Training Coordinator
 - (6) En Route Training Contract Coordination
 - (7) SF-160 Program Coordinator
- c. ASO-520.2:
 - (1) Management and General Training
 - (2) Facility Reclassification
 - (3) Incentive Awards Program
 - (4) Employee Suggestion Program
 - (5) Processing of Personnel Actions
 - (6) Maintenance of Facility Staffing Records and Reports
- d. ASO-520.3:
 - (1) Regionally Arranged and Conducted Training (RACT) Budget
 - (2) AFSS/FSS Training Requirements
 - (3) Airport Traffic Surveys
 - (4) Contract Tower Program Management
 - (5) Contract Weather Program Management
 - (6) Special Emphasis Program Management

e. ASO-520.4:

- (1) Operations Budget - Formulation
- (2) Operations Budget Execution - Quarterly Field Fiscal Program
- (3) Operations Budget Execution - Supplies/Services
- (4) Operations Budget Execution - Overtime
- (5) Authorized Staffing (1412) Program

f. ASO-520.5:

- (1) Facility Reclassification
- (2) Incentive Awards Program
- (3) Employee Suggestion Program
- (4) Processing of Personnel Actions
- (5) Maintenance of Facility Staffing Records and Reports

g. ASO-520.6:

- (1) Operations Budget - Formulation
- (2) Operations Budget Execution - Quarterly Field Fiscal Program
- (3) Operations Budget Execution - Travel
- (4) Operations Budget Execution - Equipment
- (5) Operations Budget Execution - Permanent Change of Station (PCS)
- (6) Property Inventory
- (7) Stay In School (SIS) Program

h. ASO-520.7:

- (1) Regionally Arranged and Conducted Training (RACT) Budget
- (2) Quality Through Partnership (QTP) Funding
- (3) Monthly Traffic Activity

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i. ASO-520.8:

- (1) Property Inventory
- (2) Regionally Arranged and Conducted Training
- (3) Air Traffic Division Automation Program

j. ASO-520.9:

- (1) Property Inventory
- (2) Office Automation Hardware/Software Coordinator
- (3) Air Traffic Operations Management System (ATOMS) Coordinator

NOTE: Each specialist in the branch serves as a primary backup for another specialist's position to ensure that all functional task duties are covered in the event that a specialist position is vacant. Functional task duties may be temporarily reassigned to cover long term position vacancies.

4. FUNCTIONAL TASK. Resource Management Branch, ASO-520.

a. Operations Budget - Formulation.

(1) Branch focal point: ASO-520.4 for overtime, supplies and services; ASO-520.6 for travel, change of station, and equipment.

(2) ARTCCs, Hubs and Branches submit a three year budget on SO Form 2500-20. The requirements are consolidated into a division total. The Annual Call for Estimates prescribes the method and guidance for the formulation and submission of the Operations Appropriation Budget Year requirements. ATZ provides specific guidance, as part of the Call, which applies to Air Traffic specifically. ATZ through ABU determines the level of funding for the CY which is then broken out by option. Except for inflation, increased requirements from the Calendar Year (CY) to the Budget Year (BY) must be as a result of a new initiative tied to a mandated policy.

(3) A floppy disk is provided by ATZ-310 for input of regional requirements.

(4) Coordinate with the following offices as required:

(a) Internal. All ATD Branches and the AT Budget Analyst in ASO-30, Budget.

(b) External. Air Traffic ARTCC and Hub managers and ATZ-310.

(5) Reference: Annual Call for Estimates (Notice 2500.10) and policy.

b. Operations Budget Execution - Quarterly Field Fiscal Program.

(1) Branch focal points: ASO-520.6 for equipment, travel and change of station; ASO-520.4 for overtime, services and supplies.

(2) Requirements are submitted by ARTCCs, Hubs and Branches in the form of quarterly reviews not later than the 20th of December, March, June, and August of each year. The first submission for a fiscal year is forwarded with the mid-fourth quarter review in August.

(3) All requirements are developed into a Financial Operating Plan (FOP) and a division quarterly review, which is balanced against the fiscal allocation provided by ATZ-310 through ASO-30.

(4) This process is repeated each quarter as part of the quarterly review process. Each ARTCC/Hub/Branch is provided a Quarterly Field Fiscal Program showing their quarterly allocation broken out by sub-object class. Requests for adjustments to the program are submitted via SO Form 2500-43 by each Hub/ARTCC/Branch to ASO-520.4/ASO-520.6.

(5) Copies of each Quarterly Field Fiscal Program and SO Form 2500-43 are maintained in ASO-520 files.

(6) Coordinate with the following offices as required:

(a) Internal. All ATD Branches and the Air Traffic Budget Analyst in ASO-30.

(b) External. All ARTCC/Hub Air Traffic Managers and ATZ-310.

(7) Reference: Policy.

c. Operations Budget Execution - Supplies/Services.

(1) Branch focal point: ASO-520.4.

(2) Validate and consolidate field supplies/services requirements for quarterly reviews and three-year budget. Write necessary justification to support requirements.

(3) Issue supply program documents to ARTCC/Hub facilities based on requirements and availability of funds.

(4) If supply funds are unavailable for handoff, issue approval to Hubs for essential items, as needed. Maintain a record of dollars approved

for use when preparing quarterly reviews. Approvals can be done by telephone but, in all cases, an SO 2500-43 form is submitted for the record as backup.

(5) Services funds are not programmed to Hubs but are controlled by ASO-520.4. Approval for funds is issued via SO 2500-43 as needed.

(6) Monitor accounting runs on monthly basis to ensure the ATD does not exceed its quarterly allocation.

(7) Coordinate with the following offices as required:

(a) Internal. ASO-30.

(b) External. Air Traffic ARTCC/Hub Managers.

(8) Reference: Policy.

d. Operations Budget Execution - Overtime.

(1) Branch focal point: ASO-520.4.

(2) Overtime is tracked by cost center, by pay period.

(3) A printout is generated each pay period using data from the payroll system showing actual overtime obligations in dollars and hours for each cost center.

(4) The data is entered into a spreadsheet program and maintained by hub quarterly.

(5) Overtime usage is compared to the hub allocation.

(6) Total pay period usage is compared to the quarterly allocation.

(7) Coordinate with the following offices as required:

(a) Internal. None.

(b) External. Air Traffic Hub Managers.

(8) Reference: Policy.

e. Operations Budget Execution - Travel.

(1) Branch focal point: ASO-520.6.

(2) Validate and consolidate field/regional travel requirements, quarterly reviews, and three year budget. Write justification to support requirements.

(3) Calculate cost of "must fund" travel for biennial home leave (2114), GOV/rental (2132), Travel Not Otherwise Classified (N.O.C.), i.e., litigation and/or assessment (2191) based on historical data and new initiatives.

(4) Issue travel program documents to field facilities based on requirements and available funds.

(5) If travel funds are unavailable for handoff, coordinate approvals on case-by-case basis with designated approving official and track total amount obligated.

(6) Approve SO Form 2500-43, Adjustment of Quarterly Fiscal Program and issue new program documents, if necessary. Keep a copy and return original to the facility.

(7) Maintain file on approved SO Form 2500-43s and Program Documents by Hub/ARTCC.

(8) Issue travel program documents to each branch.

(9) Coordinate special project travel such as San Juan TDY, Sun N'Fun, Master's Tournament, and other temporary towers.

(10) Serves as division focal point on all travel related questions, i.e., appropriation codes, what sub-object to charge, LOA, per diem rates, voucher processing.

(11) All travel vouchers for TDY and PCS go directly to ASO-22A. Only ASO-520 vouchers for travel are maintained in branch files.

(12) Coordinate with the following offices as required:

(a) Internal. All ATD Branches.

(b) External. All Air Traffic ARTCC/Hub Managers, ASO-30, ASO-22.

(13) Reference: Policy.

f. Operations Budget Execution - Equipment.

(1) Branch focal point: ASO-520.6.

(2) Validate and consolidate field equipment requirements for quarterly reviews and three-year budget. Write necessary justification to support requirements.

(3) Issue equipment program documents to ARTCC/Hub facilities based on requirements and availability of funds.

(4) If equipment funds are unavailable for handoff, initiate procurement requests (PR) in the System Acquisition Management (SAM) for emergency or "must have" items. The original PR is signed by ASO-520.6 if less than \$25,000, or the branch manager if greater than \$25,000. ASO-520.4 signs as certifying official. Forward hard copy to ASO-55, log each PR in the automated tracking system, and file a copy in the PR book. When corresponding Procurement Order (PO) is processed by ASO-55, the PO is logged and a copy is filed with the originating PR.

(5) If funds are available for equipment handoff, the Hub/ARTCC administrative assistants generate PRs, remaining within their program allocation. A hard copy is forwarded to ASO-520.6 for review and initialling. If the hub has a co-located Logistics Specialist, the PR is returned to the originating office for processing. If a Logistics Specialist is not co-located, the PR is forwarded to ASO-55 for processing. A copy is maintained in the PR binder.

(6) Coordinate with Logistics Specialist, ASO-55, on PRs in progress and follow up on delinquent delivery, unacceptable or damaged goods.

(7) Monitor accounting runs on monthly basis to ensure the ATD does not exceed its quarterly allocation.

(8) Coordinate with the following offices as required:

(a) Internal. ASO-55.

(b) External. Air Traffic ARTCC/Hub Managers.

(9) Reference: Policy and FAA Order 4400.42.

g. Operations Budget Execution - Permanent Change-of-Station (PCS).

(1) Branch focal point: ASO-520.6.

(2) Complete the following actions for funded moves:

(a) Enter data from selection package by categories in the automated PCS data base.

(b) Initial the selection list and SF-52.

(c) Make back-up index card, numbered to correspond with the name and number on the approved list, and file in the index box. The list is maintained in the blue notebook in the ASO-520.6 credenza.

(d) Forward the selection package to ASO-520.2 or ASO-520.5, as appropriate, for processing.

(3) Complete the following actions for unfunded moves:

(a) Enter data from selection package by categories in the automated PCS data base.

(b) Put the selection package in a file folder and label; file in Master file cabinet to hold for funding.

(4) General information:

(a) Reconcile obligated moves with Accounting, ASO-22, on a monthly basis.

(b) Report obligated moves on the Quarterly Review.

(c) Initial corner of all PCS travel orders generated by field facilities and distribute copies, when approved, attaching appropriate back-up material to the original.

(5) Coordinate with the following offices as required:

(a) Internal. All ATD Branch Managers, ASO-30, ASO-22, ASO-52CT.

(b) External. Air Traffic ARTCC/Hub Managers and ATZ-310.

(6) Reference: Policy.

h. Authorized Staffing (1412) Program.

(1) Branch focal point: ASO-520.4.

(2) Each field facility submits a staffing budget to ASO-520 no later than August 15 each year.

(3) ASO-520 establishes a work group for each option to meet in the regional office and consolidate staffing requirements using the staffing budgets submitted by the facilities.

(4) The requirements are placed onto a staffing chart by cost center and by position (budget number).

(5) ASO-520 provides adjustments in staffing based on the ATZ-300 authorization.

(6) The staffing chart is updated with the adjustments and coordinated with ASO-540 for review and recommendations.

(7) Final adjustments, if any, are made to the chart.

(8) ASO-520 briefs ASO-500 on the staffing distribution and ASO-500 signs the chart if in agreement.

(9) A computer listing (1412) is updated with new fiscal year changes. The computer listing and staffing chart are forwarded to the Budget Division, ASO-30, with an Authorized Staffing Revision Request (SO Form 2500-48).

(10) The Fiscal year changes are entered into the Computerized Personnel Information Management System (CPMIS) by ASO-30 and a new 1412 is produced.

(11) The staffing chart is given to ASO-520.2 and ASO-520.5 to prepare staffing letters to each facility manager.

(12) Any adjustments to the 1412 during the year are forwarded to ASO-30 via SO Form 2500-48. When the adjustment has been made by ASO-30, the completed SO Form 2500-48 is returned to ASO-520.4. The adjustment is given to ASO-520.2 or ASO-520.5 for facility notification.

(13) Coordinate with the following offices as required:

(a) Internal. ASO-500, ASO-540 and ASO-520.

(b) External. All Air Traffic Managers, ASO-30, and ATZ-300.

(14) Reference: FAA Orders 1100.123, 1100.126, 1100.146, and policy.

i. Stay-In-School (SIS) Program.

(1) Branch focal point: ASO-520.6.

(2) Submit SIS position requirement to Budget, ASO-30, each August for the upcoming fiscal year.

(3) Assign budget numbers furnished by ASO-30 to the Air Traffic SIS positions.

(4) Request SF-52s from each SIS facility to convert SISs to full time during the summer to be effective approximately May 30 and not extend beyond September 30.

(5) Request SF-52s from each facility to convert SISs to 20 hours a week effective October 1 using new FY budget numbers. Facility must specify tour of duty.

(6) Initial all SF-52 SIS actions and forward to ASO-520.2 or ASO-520.5 for processing.

(7) Coordinate necessary SIS personnel actions with ASO-12.

(8) Maintain all future requests for SIS positions in SIS folder in ASO-520.6 desk.

(9) Coordinate with the following offices as required:

(a) Internal. ASO-12, ASO-30.

(b) External. Facilities with SIS positions.

(10) REFERENCE: SO Order 3300.16.

j. Property Inventory.

(1) Branch focal points: ASO-520.8/ASO-520.9 for computer related inventory; ASO-520.6 for all other inventories.

(2) Perform property inventory for all closed field facilities, prepare associated paperwork, and forward to ASO-52.

(3) Coordinate property transfers, FAA Form 4650-12, with ASO-52.

(4) Coordinate excess property with ASO-52 and instruct field facilities on disposal instructions/guidance.

(5) Field property inventories are furnished by ASO-52 upon request. Reports are maintained in binders. Branch inventory is maintained in the branch files.

(6) Coordinate with the following offices as required:

(a) Internal. ASO-52A and ASO-52A.2.

(b) External. Air Traffic ARTCC/Hub Managers.

(7) Reference: DOT Order 4800.2.

k. Annual Call for Training Coordinator.

(1) Branch focal point: ASO-520.1 for technical training; ASO-520.2 for management and general training.

(2) Upon distribution of the FAA Academy (AAC) and regional Call for Training notices, a memorandum is generated for ASO-500 signature providing additional guidance to air traffic facilities.

(3) When an ARTCC/AFSS/ATCT hub advises its requirements have been loaded into TRIMATE, the first regional review is done by ASO-520.1 for technical training and Regionally Arranged and Conducted Training (RACT), or by ASO-520.2 for Management and General training. The first review is a cursory one to delete any training requests that are obviously inappropriate for the person or course being requested. Additional requirements can be added by the person conducting the regional review if there is an obvious lack of proper requirements in the field/branch inputs.

(4) The second review consists of reduction of requirements from the unconstrained level to the constrained level as provided by ASO-17. This reduction is done at the regional level. If possible, training requirements associated with personnel in the position (i.e., Category 1, 2, and 3 training) are not deleted.

(5) After the second review, a memo should be sent to each ARTCC/AFSS/ATCT hub requesting its prioritized list of all the training slots remaining in its facility/hub requirements. This is a list of priorities, quota by quota, until all requested training has been listed. The ARTCC/AFSS/ATCT hub should indicate priority number, course number, and facility requesting each slot. These lists are consolidated into one regional list based upon the population within each ARTCC/AFSS/ATCT hub.

(6) If a third review is conducted, ASO-17 will provide the maximum level of requests in each category (Technical, Management and General, RACT) for Air Traffic. The reduction to this level will be done in accordance with the regional priority list obtained in (5) above.

(7) A technical training priority list is generated from the regional list and carried to the Pre-Programming Conference with ATZ-120, AXX-520 representatives, FAA Technical Center (FAATC) representative, and FAA Academy representative to assist in the determination of the number of classes to be scheduled in each course and the equitable distribution of the quota in those courses.

(8) The distribution of quota for the coming fiscal year, resulting from the call process, is received around August each year. This quota is distributed as early as possible to the field facilities who should ensure proper, and timely, use of that quota.

(9) Coordinate with the following offices as required:

(a) Internal. All ATD Branches, ASO-17.

(b) External. ATZ-100, ATZ-300, AHT-500, FAA Academy Course Managers and CPMIS office, AXX-520 training coordinators, all regional field facilities.

(10) References: Notice 3000.49(X), SO Notice 3000.71, Centralized Training Quota Management Desk Top Aid, and policy.

1. Regionally Arranged and Conducted Training (RACT) Budget.

(1) Branch focal points:

(a) Funding: ASO-520.1.

(b) Out of Agency Approval Authority: ASO-520.8 for Computer Literacy requests; ASO-520.3 for all other requests.

(c) Tracking: ASO-520.7.

(2) The division's RACT funding level for the fiscal year is distributed, by quarter, from ASO-17 as soon as the annual budget has been distributed to the regions.

(3) Each quarter's funding is distributed to the various types of training to be accomplished within that quarter. The on-going types of training that are funded each quarter are regionally conducted On-the-Job Training (OJT), Instructor and examiner training, Out of Agency Training (OAT) which includes computer literacy training and CPR training required by labor contracts, travel and per diem for Center for Management Development (CMD) courses taught at field sites, budget workshops, and training room rentals. Other types of training are funded if money is available.

(4) A projected plan for using each quarter's budget is provided to ASO-17.

(5) As training expenses covered by the RACT budget are approved, costs are tracked via the RACTBUDG automated program by ASO-520.7. Vouchers received from field facilities are used to enter actual costs in the automated program. Totals for each program are provided to ASO-520.1 for review to ensure the obligated level remains within the authorized budget.

(6) Each quarter, ASO-17 provides an accounting run of all the obligated funds from the division's RACT funds. All items in this run must be reconciled with ASO-520's records. Any revisions, deletions, and additions must be coordinated with ASO-17 to ensure an accurate obligation level.

(7) Money from a future quarter cannot be spent in an earlier quarter but unused money can be carried over to the next quarter as long as it does not cross fiscal years.

(8) The quarterly review also involves providing ASO-17 with a spending plan for the upcoming quarter. This plan must identify total amounts to be spent on tuition, travel and per diem, and miscellaneous (rental of rooms, equipment, etc.).

(9) Process Out of Agency TRIMATE requests via the following steps:

(a) The TRIMATE request is reviewed to ensure it meets funding qualification under current guidelines, the request format is correct, and the cost accounting code is correct.

(b) Print a hard copy of the training request for review by the approving authority.

(c) If approved, log the request information in the RACT tracking program and forward the request to the appropriate routing in ASO-17.

(d) If disapproved, return to the requesting facility with explanation of action required.

(10) Coordinate with the following offices as required:

(a) Internal. All ATD Branches, ASO-500H, ASO-17.

(b) External. ARTCC/AFSS/ATCT Hub Training Administrators, ATZ-100.

(11) References: SO Order 3000.8, SO Order 4402.3, Notice 3000.49(X), and Policy.

m. Technical Training Administration.

(1) Branch focal point: ASO-520.1.

(2) Technical training class schedules and quota allocation for the upcoming fiscal year are provided to ASO-520.1 from ASO-17 by August of each year.

(3) Using all information available, quota assignments are made as early as possible to ARTCC/AFSS/ATCT Hub Training Administrators for assignment to individuals within their area of jurisdiction.

(4) It is desirable that all enrollments be completed at least six weeks prior to class starting date, but must be done no less than 21 days prior to start date with the exception of Terminal Basic Radar Training, Course 50034. If enrollment has not been accomplished by three weeks prior to class start date, the quota is removed from this region and redistributed to another region having a request in CPMIS for additional quota.

(5) Any shortfall in the technical courses for the upcoming year is identified as early as possible. A list of additional quota needed is provided to ASO-17 and must include course number, class number(s), quota desired in each class for those courses, and the number of days notice required to be able to use the additional quota, if received. If any class will suffice, no class number is required.

(6) ASO-17 forwards N-SKED reports to ASO-520 at least bi-weekly. These reports show the technical courses, class schedules, quota allocated, and names and facilities of enrollees. These reports should be reviewed regularly to ensure enrollments are completed well before the deadline to prevent losing quota.

(7) Any quota that cannot be used by an Air Traffic employee should be released to pool as early as possible to allow other regions needing additional quota ample time to schedule someone for that class. Releasing quota is accomplished by advising ASO-17.3 of course number, class number, and the quota to be released to pool. ASO-17.3 should also be reminded to transmit the CPMIS message to all regions advising of quota released to pool.

(8) When additional quota is needed, ASO-17 can advise which regions have unused quota in a particular course and class. You can call that region's AXX-520 specialist handling technical quota and advise you need the quota if that region will not be using it. If an agreement is made to transfer the quota to this region, that region will initiate a "quota swap" through their AXX-17 office. The releasing region must initiate the swap in CPMIS. Be aware that any quota swapped will be lost at the 21 day deadline if not enrolled against, regardless of how long you had the quota, i.e., quota received 22 days before class start will be lost at close of business the next day if no enrollment has occurred.

(9) Occasionally, additional quota desired in one course and class can be obtained by offering an unused quota in another course and class in which that region has an additional quota request on file.

(10) Sources for use in determining appropriate quota distribution to field facilities include the Call for Training input from each ARTCC/AFSS/ATCT hub, their prioritized list of training needs provided as part of the annual Call for Training, a list of facilities who have called and requested specific training, etc.

(11) The allocation of the quota in courses 50010, 50403, 50018, 50113, 50114, and 50115 is determined by ASO-531.3; national courses for Automation Specialists in AFSS and ATCT facilities by ASO-513 specialists; courses 50201 and 50240 by ASO-520.3. All remaining technical courses are managed by ASO-520.1.

(12) Coordinate with the following offices as required:

(a) Internal. All ATD Branches, ASO-17.

(b) External. Course Managers at FAA Academy, all ARTCC, AFSS, and ATCT Hub Training Administrators, technical training coordinators in all other regions, and ATZ-120.

(13) References: FAA Order 3120.4, SO Order 3000.8, Notice 3000.46(X), SO Order 3120.XX (Draft).

n. AFSS/FSS Training Requirements.

(1) Branch focal point: ASO-520.3.

(2) Establish appropriate annual training requirements completing the following actions:

(a) Solicit individual training requirements from the AFSS Managers.

(b) Review historical training requirements and changes in staffing resources.

(c) Finalize the training requirement and include the training quota in the Training Requirements Budget.

(3) When the training quota has been established, complete the following actions:

(a) Coordinate the AFSS initial quota with ASO-540 to ensure staffing priorities are considered.

(b) Obtain the desired name(s) from the appropriate hub manager.

(c) Provide the facilities receiving quota with the course and class information. The hub facility will initiate personnel actions and enter the information in TRIMATE.

(4) Coordinate with the following offices as required:

(a) Internal. ASO-12, ASO-17, and ASO-540.

(b) External. The appropriate AFSS Hub Manager/Training Specialist, ATZ-120, and ATZ-320.

(5) Reference: Instructional Program Guide (IPG), FAA Orders 3120.4 and 7210.3.

o. Management and General Training.

(1) Branch focal point: ASO-520.2.

(2) Fiscal year training requirements are submitted to ASO-520.2 by hub facilities via TRIMATE, the primary source for data input. TRIMATE requirements are merged with CPMIS.

(3) The TRIMATE data base is reopened for review of requirements and any revisions are completed.

(4) Upon receipt of the training report from ASO-17 (Final Review), annual training requests are adjusted based on requirements submitted, program emphasis, and priorities.

(5) Upon receipt of fiscal year training class schedules from ASO-17, revise Appendix 2 of SO Order 3120.XX, which transmits training quotas and class information.

(6) Monitor TRIMATE daily for receipt of enrollment requests against assigned quota and review for accuracy. If revisions are required, return to the originating facility with appropriate explanations. Once received in the correct format, forward the requests to ASO-17.

(6) Periodically review quota assignments to assure TRIMATE enrollments are completed six weeks before class start date.

(7) Coordinate with the following offices as required:

(a) Internal. ASO-17.

(b) External. Air Traffic facilities.

(8) REFERENCE: FAA Catalog of Training Courses, Notice 3000.46(X), SO Notice 3000, and SO Order 3000.8.

p. Quality Through Partnership (QTP) Funding.

(1) Branch focal point: ASO-520.7.

(2) Maintain a QTP detail sheet with travel order number, name of traveler, social security number, date, location, purpose, estimated amount and actual cost of voucher.

(3) A summary sheet of QTP activity is faxed to ATZ-220 by the fifth working day of the month.

(4) Coordinate with the following offices as required:

(a) Internal. Branch personnel.

(b) External. ATZ-220 and Air Traffic facilities.

(5) Reference: Policy.

q. Air Traffic TRIMATE Coordinator.

(1) Branch focal point: ASO-520.1.

(2) Serves as focal point for field and division TRIMATE coordinators for questions, resolution of problems, etc., in the program area. Technical problems involving equipment, phone lines, etc., are referred to ASO-520.9.

(3) As the AT TRIMATE Coordinator, all changes to the TRIMATE system must be thoroughly understood as soon as possible after their implementation. The impact on the field must also be thoroughly understood in order to assist the field coordinators in accomplishing their tasks when changes have occurred.

(4) Briefings on changes to the system that affect the field facilities should be done on the monthly/quarterly training TELCONs and included in the minutes distributed after TELCONs.

(5) The AT Coordinator must have access to a current list of user identifications (USERID) for all AT coordinators and managers in order to assist in problem resolution. Changes in the password at any facility should also be known by ASO-520.1 as this is required to access the field facilities' records.

(6) TRIMATE entries should be processed on a daily basis in order to ensure timeliness of enrollments and effective use of training resources. Each entry should be checked for accuracy of all information in the request and confirm quota and/or dollars are available. Each request, if approved and forwarded to Employee Development Branch, ASO-17, should be logged, as appropriate. If it is in-agency training in national courses, the entry (name, TRIMATE number, facility, etc.,) should be logged in the course folder maintained by ASO-520.1. If it is out of agency training, it should be logged in the RACTBUDG tracking record maintained by ASO-520.7.

(7) Coordinate with the following offices as required:

(a) Internal. ASO-17, ASO-520 specialists, ATD branch TRIMATE Coordinators.

(b) External. All Air Traffic Field TRIMATE Coordinators, Academy CPMIS Manager, ATZ-120.

(8) References: TRIMATE User Manual.

r. On-the-job Training Coordinator.

(1) Branch focal point: ASO-520.1.

(2) Establishes training/briefing schedules for updates to the OJT program.

(3) Oversees the regional OJT Instructor (OJTI) training (Course 05581) and OJT Examiner (OJTE) training (Course 05579). This includes tracking of classes, costs, and some training materials.

(4) Maintains a list of OJT cadre instructors by course and facility by updating it on a regular basis. The updating includes transfers between facilities within the region, deleting inactive instructors, deleting transfers to other regions, and adding newly trained cadre instructors and cadre trained personnel transferring from other regions, headquarters or the FAA Academy. This list should be distributed to the ARTCC/AFSS/ATCT hub facilities annually for assistance in ensuring a current and accurate list.

(5) Serves as the primary coordination point for improvement plans generated by the facilities as a result of an OJTE's recommendation to suspend OJT. These plans should be drafted and forwarded to ASO-520.1 who must review them for conformance with the OJT order and regional policy. These plans should also be coordinated with the ASO-540 specialist for that facility. Feedback is provided in a timely manner to the facility so that the memo can be finalized and issued without delay to the developmental employee.

(6) Keeps an inventory of course materials available in the ASO-520 branch and advises the Course Manager at FAA Academy of additional materials needed for the regional cadre instructors. All video tapes, transparencies, and Instructional Program Guides (IPG) for all options are distributed to cadre trained personnel by ASO-520.1. Student workbooks and class critique forms must be ordered from Oklahoma City by the cadre instructor. The course lesson plans are provided directly to the cadre instructor by the Course Manager.

(7) ASO-520.3 is the back-up OJT Coordinator for Southern Region.

(8) Coordinate with the following offices as required:

(a) Internal. ASO-540 specialists.

(b) External. Field Training Administrators, Cadre Instructors, AAC-970, ATZ-120.

(9) References: FAA Order 3120.24, FAA Order 3120.4, Draft SO Order 3120.XX.

s. En Route Training Contract Coordination.

- (1) Branch focal point: ASO-520.1.
- (2) Serves as Regional Technical Liaison Officer (RTL0) for the en route contract training program.
- (3) The RTL0 must complete an FAA-approved course in Acquisition/Contract Management (normally Contract Officer Technical Representative (COTR) training) as soon as class schedules permit.
- (4) The RTL0 assists en route facilities in resolving technical problems, correcting performance deficiencies, and completing contract training evaluations and follow-ups.
- (5) The RTL0 coordinates with the Technical Officer (TO), ATZ-105, in administering the contract. This includes highlighting contract deficiencies, needed changes, and any performance deficiencies or unusual situations that cannot be resolved by the facility or RTL0.
- (6) The RTL0 reviews all bi-weekly contractor evaluations that are rated as satisfactory with deficiencies or unsatisfactory and takes appropriate action.
- (7) Additionally, the RTL0 reviews and forwards the annual report from each ARTCC Facility Technical Liaison Officer (FTLO) which appraises and evaluates contractor performance. The FTLO must forward the report to the RTL0 within 30 calendar days of completion of the contract year and the RTL0 must forward it to the TO within seven calendar days of its receipt.
- (8) Coordinate with the following offices as required:
 - (a) Internal. Manager, ASO-520.
 - (b) External. All FTLO's, ATZ-105.
- (9) References: FAA Order 3120.25, En Route Training Contract and all subsequent modifications/amendments.

t. Airport Traffic Surveys.

- (1) Branch focal point: ASO-520.3.
- (2) When a request is received from the airport authority for an activity survey to determine the need for establishment of an FAA or contract tower, complete the actions listed below:
 - (a) Request a Benefit/Cost (B/C) Analysis from ATR-123.

(b) Complete an on-site survey. The survey can be accomplished by ASO-520 or the nearest Air Traffic facility.

(c) Compare the B/C with the results of the survey.

(d) Provide ASO-514 with the airport locations that qualify for tower establishment.

(e) Provide ATR-123 with the airport locations that qualify for tower establishment and forward a copy of the regional recommendation.

(f) Provide ATR-123 with a complete report of the survey data.

(g) Await a determination from ATR-123 and coordinate that decision with ASO-514.

(3) Coordinate with the following offices as required:

(a) Internal. ASO-514.

(b) External. The appropriate hub manager and
ATR-120.

(4) Reference: Policy.

u. Facility Reclassification.

(1) Branch focal point: ASO-520.2 for assigned states; ASO-520.5 for assigned states.

(2) Review density factor data to initiate reclassification for either downgrading or upgrading facilities. Follow procedures outlined in the classification procedures guide, also referred to as the "Red Book."

(3) Review density reports monthly to confirm proper classification of facilities.

(4) When reclassification is required, initiate procedures outlined in the "Red Book."

(5) Recommend reclassification action to ASO-500 through ASO-520.

(6) Initiate on-site verification of traffic activity.

(7) Enter activity report into a spreadsheet to calculate data and forward to ATZ-1, Attn: ATZ-210.

(8) Upon reclassification approval, forward documentation package to ASO-10, Attn: ASO-15, to effect personnel actions. Advise ATZ-1 of effective date of reclassification action.

(9) Reclassification files are retained by the branch for two years.

(10) Coordinate with the following offices as required:

(a) Internal. ASO-15, ASO-500.

(b) External. AMS-200, ATZ-1, ATZ-210, and Air Traffic facilities.

(11) Reference: The "Red Book" - Procedures for Effecting Air Traffic Facility Grade Level Changes, dated November 21, 1984; Air Traffic Facility Density Traffic Reports (monthly) from AMS-200.

v. Monthly Traffic Activity.

(1) Branch focal point: ASO-520.7.

(2) Monthly traffic activity reports are received from ATCTs, ARTCCs, FSSs, AFSSs, and ATREPS as required by FAA Order 7210.3.

(3) Traffic reports are arranged (originals and copies) by option, using a checklist to ensure that all traffic reports are received.

(4) Call facilities when traffic reports are not received by the fifth working day of the month.

(5) Send originals to APO-110 by the tenth working day of the month and retain copies in the branch files.

(6) Enter traffic activity into the automated traffic count program, after which ASO-60 generates a printout of the traffic count data and a productivity report.

(7) The traffic count reports are filed in branch binders and the productivity reports are mailed to all field facilities.

(8) Coordinate with the following offices as required:

(a) Internal. ASO-60.

(b) External. APO-110 and Air Traffic Facilities.

(9) Reference: FAA Orders 1350.15 and 7210.3.

w. Contract Tower Program Management.

(1) Branch focal point: ASO-520.3.

(2) After receiving a request by an airport authority for program consideration take the following action:

(a) Prepare a preliminary response to the airport authority stating that a study has been initiated.

(b) Request a Benefit/Cost Analysis (B/C) from ATR-123.

(c) Validate the B/C with an on-site activity survey. The survey can be completed by the appropriate hub manager or ASO-520.

(d) Take the appropriate action listed below after the survey has been completed:

1 Support the program request and forward the regional recommendation to ATR-120. Provide the airport authority with the results of the survey in writing, or:

2 Reject the program request and forward the regional recommendation to ATR-120. Provide the airport authority with the results of the survey in writing.

(3) Establish the contract with the airport authority and complete the following actions:

(a) Obtain funding approval from ATR-123.

(b) Conduct pre-contract meeting with airport authority and ASO-55.

(c) Provide Procurement Request (PR), proposed effective date, and Statement of Work (SOW) to ASO-55.

(d) Monitor the progress of the contracting process.

(e) Review and approve the service vendor selection.

(4) Complete the following actions to approve monthly voucher:

(a) Receive and review the monthly billing documents from the local airport authority.

(b) Validate the services charged have been received.

(c) Send the original monthly billing documents to ASO-22A and forward a copy to ATR-123. File a copy of the documents in ASO-520 files.

(5) Coordinate with the following offices as required:

(a) Internal. ASO-55 and ASO-514.

(b) External. The appropriate hub manager and Terminal Requirements Branch, ATR-120.

(6) Reference: Policy.

x. Contract Weather Program Management.

(1) Branch focal point: ASO-520.3.

(2) During a Flight Service Station (FSS) consolidation, take the following actions to initiate contract weather services:

(a) Coordinate the proposed closing date with ASO-514.

(b) Coordinate the funding availability with ATR-130.

(c) Provide the procurement request and Statement of Work to ASO-55 at the earliest possible date.

(d) Assist ASO-55 in evaluating the bids for the weather service.

(e) Coordinate equipment and facility requirements with ASO-514.

(f) Coordinate the contract requirements with ASO-540.

(3) Monitor the quality of the services being provided by completing the following actions:

(a) Review the National Weather Service (NWS) periodic site evaluations.

(b) When significant problems are identified by the NWS, resolve their concerns by completing appropriate follow-up actions, i.e., memorandum or an on-site visit. If an on-site visit is required, complete a trip report which outlines actions taken to resolve the concerns.

(4) Complete the following actions to approve the monthly voucher:

- contractor.
 - (a) Receive and review the monthly billing documents from the
 - (b) Validate the services charged have been received.
 - (c) Send the original monthly billing documents to ASO-22A and forward a copy to ATR-130. File a copy of the documents in ASO-520 files.
- (5) Coordinate with the following offices as required:
 - (a) Internal. ASO-55, ASO-514, and ASO-540.
 - (b) External. The appropriate hub manager and FSS/Weather Branch, ATR-130.
- (6) Reference: FAA Order 7232.13 and Policy.

y. Special Emphasis Program.

- (1) Branch focal point: ASO-520.3.
- (2) Defines program objectives for the division.
- (3) Develops program resource requirements for inclusion in division budgets.
- (4) Distributes program resources to field facilities quarterly.
- (5) Coordinates directly with ASO-12 on program issues.
- (6) Participates with ASO-12 and field facilities in recruiting activities.
- (7) Represents the division during regional and national Special Emphasis Program workshops and conferences.
- (8) Reference: FAA Order 3120.13 and SO 3410.7.

z. Air Traffic Division Automation Program.

- (1) Branch focal point: ASO-520.8.
- (2) Develop and recommend office automation policies and procedures.
- (3) Serve as the ATD representative on regional groups and committees that originate, coordinate and implement new or special projects concerning office automation.

(4) Originate and implement studies designed to improve the division's office automation (OA)/information resource management (IRM) capability and efficiency. Develop and maintain a division-wide OA/IRM plan.

(5) Analyze requests for computer systems from the ATD and field facilities to determine feasibility of automation-specific applications including requirements for local area networks (LAN), computer hardware, and software. Assure proposals are consistent with agency plans, policies, and standards. Coordinate with ASO-60 as required.

(6) Ensure new office automation acquisitions are compatible with existing hardware and software and meet the requirements of future automation plans.

(7) Administer contracts for computer operations, LAN support, microcomputer support, computer assistance, or computer maintenance.

(8) Coordinate procurement activities associated with the Office Automation and Technology Services (OATS) contract for the Air Traffic Division and field facilities.

(9) Design both short-range and long-range plans and identify budget requirements for appropriate equipment, software, and training needed to transition division and field facilities into the nationally-mandated OATS environment. Extensive information-gathering from field facilities, ASO-60, and ATZ-320 is required.

(10) Review and approve/disapprove requests from field facilities for office automation equipment/software. Consideration of budgetary constraints must be factored into approvals/disapprovals.

(11) Develop OATS procurement requests (PR) by designing hardware and software requirements at component level, entering PRs into the System Acquisition Management (SAM) system, designing a configuration plan for each PR, and coordinating PR packages with ASO-60, ASO-50, and ATZ-320.

(12) Track PRs through procurement process to receipt of equipment to ensure that all equipment has been delivered and installed, and appropriate offices have been notified. Ensure that receiving facility is aware of their responsibility as described below:

(a) After equipment has been received, the receiving report section on the back of Page 1 of FAA Form 4400-18 (Order for Supplies or Services) must be completed and signed by the receiving facility. A signed copy of the purchase order package must be sent to: ALG-360, ASO-22A, ASO-52A, and ASO-520.8. If equipment was purchased nationally (instead of by region), a copy must also be sent to the originating office.

(b) In addition, FAA Form 4650-18 (Personal Property Data Entry Form) or FAA Form 4650-17 (Receiving Document Code Strip) must be completed and submitted with the signed purchase order described in paragraph above to ASO-52A and ASO-520.8.

(13) Analyze, develop, and coordinate standards and procedures to promote effective and economical development of LAN and software applications to be used on the LAN.

(14) Provide technical assistance to the division and field facility personnel concerning office automation including analysis of hardware, software, communications and security problems, either personally, telephonically or by referring action to a third party vendor.

(15) Provide accurate, timely advice on automation-related functions to users in the division and field facilities keeping informed of the constant changes and enhancements in the computer industry by reading trade papers and magazines.

(16) Coordinate office automation training between users, division training specialists, and Employee Development Branch, ASO-17. Approve/Disapprove TRIMATE requests for office automation training for Air Traffic personnel. Each TRIMATE request is approved/disapproved based on course, position of employee, training and travel costs, and budgetary constraints.

(17) Coordinate with the following offices as required:

(a) Internal. ATD Branches, ASO-60, ASO-17, ASO-50, and ASO-700.

(b) External. ATZ-300, OATS Contractor, and Air Traffic field facilities.

(18) Reference: FAA Orders 1370.52, 1370.72, 1600.54.

aa. Office Automation Hardware/Software Coordinator.

(1) Branch focal point: ASO-520.9.

(2) Provide technical assistance to field facilities/regional office in the installation and use of national/regional software programs, i.e., Employee Performance Appraisal Management System (EPAMS), TRIMATE, Electronically Generated and Transmitted SF-52 (EGATS), and Electronic Time and Attendance Management System (ETAMS).

(3) Implement a new software program by:

(a) Obtaining USER IDs for necessary personnel (including self) using SO Form 1370-24, Computer Data Access Request, and SO Form 4444-1, Request for Telecommunication Services, if required. These USERIDs are required to access regional mainframes and other computer systems where these software programs reside, and for use in learning and testing the subject program.

1 Within the ATD, users access the national software programs by accessing the Equinox Data PBX. To establish this connection, SO Form 1370-29, Request for Automatic Data Processing (ADP) Services is prepared to request that cables with connectors are pulled to the workstation area.

2 All the procedures listed above are applicable to field facilities except in accessing the mainframe. Special procedures must be developed to accomplish this via telephone.

3 Once connected, the system is tested for problems with logging on, connectivity, and correct protocol setup.

(b) Upon receipt of your personal USERID, learning and testing the subject program(s).

(c) If appropriate, checking for space availability and memory allocation on the user's PC to see if the new software will have ample space to run efficiently.

(d) If needed, using a hard disk compression utility program to ensure space availability.

(e) If the software program is to be customized, providing editing that will add on automated log-on procedures, extra passwords for security, and additional fields, if needed.

(f) Training the user how to use the programs, to recover when an error occurs, to manage files, and produce output to either the screen or a printer.

(4) Office automation programs that are installed as stand alone applications, such as WordPerfect, Lotus 1-2-3, dBase III Plus, Microsoft Windows, Word for Windows, Excel, etc., do not require any special connection procedures. The software is installed and training is provided to the user on how to access and use the programs and how to avoid/recover from errors or problems.

(5) Coordinate with the following offices as required:

(a) Internal. ATD personnel.

(b) External. Air Traffic facilities.

(6) Reference: SO Order 3290.53.

bb. Air Traffic Operations Management System (ATOMS) COORDINATOR.

(1) Branch focal point: ASO-520.9.

(2) Review field reports for accurate and complete data.

(3) Analyze data for coordination by appropriate branches and staff offices in the division.

(4) Manage and coordinate the ATOMS Program in the field facilities to include hardware, software, upgrades, telecommunications needs, implementation of new modules, reporting of data, and beta testing of new modules.

(5) Provide technical expertise and training to field facilities and ATD for ATOMS modules including installation, maintenance, implementation, and upgrades.

(6) Collect/disseminate program information via TELCONs, newsletters, bulletin boards, or directives. Information may be directed from field to headquarters or vice versa.

(7) Interface with headquarters and out-of-agency contractors to resolve technical problems.

(8) Coordinate with the following offices as required:

(a) Internal. ATD personnel.

(b) External. ATM-300 and Air Traffic facilities.

(9) Reference: FAA Draft Order 7210.XX and Air Traffic Operations Management System (ATOMS) Users Guide.

cc. Incentive Awards Program.

(1) Branch focal points: ASO-520.2 for the assigned facilities; ASO-520.5 for the assigned facilities.

(2) The awards program is used to recognize special achievements, group achievements, or one time special acts performed by individuals.

(3) At present, award allocations are not provided to the field.

(4) Upon receipt, write-up is reviewed to ensure compliance with FAA Order 3450.7.

(5) The award is logged in the Southern Region Awards Program database and in the "Black Binder" maintained by each specialist.

(6) The award is forwarded to ASO-14C for final processing.

(7) Receipt of the SF-50 is entered in the database.

(8) Quarterly and annual reports are provided to ASO-14C.

(9) Award records are maintained for two calendar years in the branch files.

(10) Coordinate with the following offices as required:

(a) Internal. ASO-14C, and ASO-540.

(b) External. Air Traffic facilities.

(11) Reference: FAA Handbook 3450.7.

dd. Employee Suggestion Program.

(1) Branch focal point: ASO-520.2 for assigned facilities; ASO-520.5 for assigned facilities.

(2) The suggestion program is an organized method for encouraging and evaluating employees' ideas that may benefit the government and provide rewards for the originator. Upon receipt, the coordinator will complete the following within 10 working days:

(a) Date stamp and initial Form 3450-17 in "Received Locally" block.

(b) Review suggestion to determine eligibility.

(c) Assign a number from the Employee Suggestion Log. Complete acknowledgement notice and return to suggester.

(d) Suggestion is forwarded to the proper branch for evaluation and recommendation for adoption/non-adoption. If the suggestion is adopted at the regional level, a letter and certificate is forwarded to the initiator's facility manager for presentation. If further evaluation outside the ATD is needed, the suggester is notified and the suggestion is forwarded to the appropriate division within the region or to ATZ-10 at the national level. If adopted nationally, follow same procedure as for regional adoption.

(3) Suggestions are maintained for two years in the branch files.

- (4) Quarterly and annual reports are furnished to ASO-14C.
- (5) Coordinate with the following offices as required:
 - (a) Internal. ASO-14C, All Air Traffic Branches.
 - (b) External. Air Traffic facilities, appropriate divisions, and ATZ-10.
- (6) Reference: FAA Handbook 3450.7.

ee. Processing of Personnel Actions.

(1) Branch focal point: ASO-520.2 for assigned facilities; ASO-520.5 for assigned facilities.

(2) Requests for Personnel Action, SF-52s, are received from field facilities for numerous actions, i.e., promotion, details, FPL certification. Hard copy SF-52s are reviewed for accuracy and availability of staffing, recorded on MP020 Monthly Staffing Report, and hand-carried to ASO-14. If an SF-52 is received via Electronically Generated and Transmitted SF-52 (EGATS):

(a) Refer to the EGATS manual which contains instructions for creating, reviewing, and transmitting SF-52s.

(b) Review each EGATS SF-52 for proper information, i.e., vacancy, Budget (BU) number, Position Description (PD) number, and availability of staffing.

1 If incorrect, return to originating facility.

2 If correct, update the MP020 Monthly Staffing Report and transmit the SF-52 to ASO-14.

(3) A copy of the SF-50 is received for all actions processed and serves as a confirmation of actions taken.

(4) A daily record of gains/losses is updated from the actions taken for use by the branch manager in recruitment scheduling.

(5) Selection Lists (SO 3330-4) are processed as follows:

(a) When the rating process is performed by the Employment Branch:

1 The selecting official will forward the selection list and justification (including selection package) directly to ASO-520.

2 ASO-520 will record the selection and coordinate with the appropriate ASO-540 specialist for the effective date. After ASO-540 coordination, the selection package is hand-carried to ASO-9. After ASO-9 review, the selection list is forwarded to ASO-520.6 for PCS recording, if appropriate. When PCS is obtained, the package is hand-carried to ASO-14 for processing.

(b) Selection lists rated by the gaining office/facility are processed the same except the selection package is forwarded to ASO-14, or ASO-10D if SIDP list, for audit prior to recording in ASO-520 or coordination with ASO-540.

(6) Coordinate with the following offices as required:

(a) Internal. ASO-12, ASO-14, ASO-15, ASO-9, and all Air Traffic Branches.

(b) External. Air Traffic facilities.

(7) Reference: SO Order 3290.53 and EGATS Handbook.

ff. Maintenance of Facility Staffing Records and Reports.

(1) The MP020 Monthly Staffing Report is received by the fifth working day of each month. This report is updated every other month and always reflects the most recent personnel actions and their status.

(2) Upon receipt of fiscal year staffing authorization from ASO-30, issue the staffing authorization letters to the hub facilities, ARTCCs, and the AFSSs/AIFSSs.

(3) Using SMARTERM 400 to access the Data General System A computer, update the automated MP Staffing Level program. This program allows for additions, changes, and deletions of the staffing level file records. The MP151 On-Board Count (OB) is the product of the Staffing Level program.

(4) Coordinate with the following offices as required:

(a) Internal. ASO-30 and ASO-60.

(b) External. Air Traffic facilities.

(5) Reference: Policy.

gg. SF-160 Branch Coordinator.

(1) Branch focal point: ASO-520.1.

(2) Since only 2152 series employees are eligible for participation in this familiarization program, there is very little activity in this task. This position serves as the primary branch contact for questions about the program.

(3) FAA Form 7000-5 forms for approved trips are obtained from ASO-544A. Approval authority on these forms is ASO-501.

(4) Upon completion of an SF-160 familiarization trip, a trip report must be completed on the reverse side of FAA Form 1500-7 and given to the branch manager for review/signature. These reports are maintained in branch files for six months.

(5) Each employee participating in this program must maintain a record of his/her trips and ensure that no more than eight trips per calendar year, and no more than one per airline per year, are taken.

(6) Coordinate with the following offices as required:

(a) Internal. ASO-520, ASO-501, and ASO-544A.

(b) External. None.

(7) Reference: FAA Orders 7210.3 and 7210.51.

hh. Career Service Emblems.

(1) ATD focal point: ASO-520A.

(2) Using the CPMIS-based computer printouts as a guide, ascertain the number of emblems needed.

(3) Obtain these emblems from the Services Section, Logistics Division, ASO-52C.

(4) Input all information into the Career Service Emblem database.

(5) Review the printouts to determine which employees are Air Traffic Managers in field facilities or staff in the regional office, then set these aside.

(6) Mail emblems for all other AT personnel, with the printout(s), to the appropriate facility using "TO BE OPENED BY ADDRESSEE ONLY" envelopes.

(7) Deliver emblems for managers and regional office staff to the respective branch managers and/or assistant division manager, ASO-501, for distribution.

(8) Notify the ASO-520 any time emblems will be delayed. A course of action will then be decided and communicated to other branches and field facilities.

(9) Coordinate with the following offices as required:

(a) Internal. ATD Branches, ASO-14C, ASO-52C.

(b) External. Air Traffic field facilities.

(10) Reference: FAA Order 3450.7.

ii. Mail Control.

(1) Branch focal point: ASO-520A.

(2) Mail control forms are assigned by ASO-500A or ASO-1A.

(3) A copy of the form is retained by ASO-520A; one copy remains on the document(s) at all times. Deadlines are tracked to ensure timely response.

(4) When finalizing the document, type the mail control number on the next line below the typist's line. When the document is returned to the Air Traffic Division office, ASO-500A will clear the call-up.

(5) Coordinate with the following offices as required:

(a) Internal. ASO-500A.

(b) External. None.

(6) Reference: FAA Form 1770-5 and Policy.

jj. Incoming Mail.

(1) Branch focal point: ASO-520A.

(2) Mail is delivered to the ATD Office, the ATD boxes in ASO-9, ASO-14 and ASO-17. Mail should be picked up no less than once per day in each location.

(3) Mail is date stamped and delivered to the appropriate person before lunch when possible.

(4) Mail specifically for ASO-520 is sorted into Signature, Action, and Information folders before delivery, or in accordance with ASO-520's preference.

(5) Coordinate with the following offices as required:

(a) Internal. ATD Branches, ASO-9, ASO-14, ASO-17.

(b) External. None.

(6) Reference: Policy.

kk. Outgoing Correspondence.

(1) Branch focal point: ASO-520A.

(2) All outgoing correspondence is prepared in final form, unless otherwise instructed, with all attachments, envelopes, grid copy, etc., included.

(3) The turnaround for correspondence should not exceed 48 hours.

(4) Unless otherwise requested, the office signing the correspondence will mail it.

(5) Coordinate with the following offices as required:

(a) Internal. ASO-500A.

(b) External. None.

(6) Reference: FAA Correspondence Manual.

ll. Files Maintenance.

(1) Branch focal point: ASO-520A.

(2) Awards documentation is filed for the regional office and all air traffic field facilities, in hub order, within ASO-520. Employee Suggestions are filed separately, by month.

(3) Administrative files are filed in accordance with the FAA Classification System and are retained for three years.

(4) Contract tower files are in alphabetical order by state, then city.

(5) Facility Reclassification/Reorganization files are maintained in jacket folders in alphabetical order.

(6) Coordinate with the following offices as required:

(a) Internal. None.

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(b) External. None.

(7) Reference: Policy.

APPENDIX 5. SYSTEM MANAGEMENT BRANCH STANDARD OPERATING PROCEDURES

1. PURPOSE. This appendix establishes standard operating procedures to be used by the System Management Branch, ASO-530.
2. FUNCTIONAL STATEMENT. The System Management Branch is responsible for providing direction and control over the flow of air traffic, developing rules and regulations governing the allocation and use of navigable airspace, determining the effect on airspace of proposed/existing structures, and evaluating airport placement/configuration. The branch is the focal point for interface and support of military air traffic control facilities. The branch shall:
 - a. Provide direction and control, as necessary, over the flow of air traffic to minimize the effect of air traffic delays on the user and the system and to achieve optimum use of the navigable airspace. Where delays occur, manage, organize, and balance delays equitably.
 - b. Develop regional recommendations for issuances of Notices of Proposed Rulemaking (NPRM) and final rules, when necessary to designate terminal airspace.
 - c. Develop and recommend regional policy, and issue procedures for the initiation, analysis and administrative disposition of requests regarding allocation of airspace associated with airways, routes and airports.
 - d. Develop and recommend regional policy and formulate regional position from the standpoint of efficient airspace utilization as it relates to the establishment or alteration of civil and military airports. Develop and recommend policy and standards for the conduct of aeronautical studies on the use of airspace associated with civil and military airports, including such studies relating to requests for new or modified airports. Circulate Notices of Proposed Construction, Alteration or Deactivation of Airports and, as appropriate, prepare regional recommendations on airport determination cases referred to the Regional Administrator or Washington Headquarters.
 - e. Evaluate comments from other regional divisions concerning aeronautical studies of proposed/existing structures. Make, issue, and publish a determination of whether proposed/existing structures are or would be a hazard to air navigation.
 - f. Maintain appropriate documentation of data relating to regulatory airspace. Analyze current airspace problems through the media of cartographic and pictorial displays or by onsite evaluations.
 - g. Determine the need for informal hearings on matters concerning the allocation and utilization of airspace, special use airspace, and proposed construction of objects. Chair special use airspace review team. In connection with prohibited areas, restricted areas, alert areas, warning and

military operations areas, review all proposals to determine if any conflicts exist with airways, VFR routes, or requirements of operational divisions at the regional level; participate in informal airspace meetings, and recommend course of action.

h. Provide technical advice to field facilities, other regional offices, other government agencies, and industry regarding air traffic procedures, rules, and regulations.

i. Serve as the focal point within the division for reviewing and evaluating user requirements concerning airspace and regulatory matters, and for the coordination of such items with the appropriate offices, both within and outside the agency.

j. Serve as the division focal point for support of national law enforcement/drug interdiction activities.

k. Effect inter/intra-regional coordination on proposals concerning terminal and enroute airspace; process rulemaking actions; coordinate charting; and make recommendations to headquarters on Executive Order 10854.

l. Prepare final determination on controlled firing areas.

m. Determine the effects of outdoor laser demonstrations on the national airspace system.

3 FUNCTIONAL TASK. System Management Branch, ASO-530.

a. EEO Complaints.

(1) ASO-540 is the focal point in the division to resolve discrimination complaints informally until an EEO investigative report is received from ASO-9. The report is assigned to ASO-530 (Reviewing Official) for review to determine whether or not there is merit to the complaint. If there is merit, ASO-530 will attempt to resolve the complaint (may seek ASO-540 assistance). If resolved, the complaint will be closed through coordination with ASO-9. If the complaint has no merit or cannot be resolved, it will be returned to ASO-9 for adjudication.

(2) FAA Order 1400.8, Equal Opportunity in FAA Employment, provides guidance on processing discrimination complaints. Chapter 8 covers processing discrimination complaints.

b. Property.

(1) Maintain property record of ATREPs per FAA Order 4650.21.

(2) Maintain property record of branch per FAA Order 4650.21.

c. ATD Bulletin Items.

(1) Provide ASO-500H, through ASO-530A, and on a quarterly basis, items of a procedural nature for inclusion into the ATD Bulletin.

(2) Items to be submitted should be procedural reminders, new or changed procedures, capacity items of interest, and any other items deemed appropriate.

(3) Solicit additional items from other members of the branch on a regular basis.

d. Highlights.

(1) Each Monday morning ASO-530, ASO-531, and ASO-532 are contacted by ASO-530A to see if the branch has important items which need to be reported to ASO-500 and to ASO-1.

(2) These items are typed, the writer is identified, and the paper is dated. This is forwarded to ASO-500A through ASO-530 by noon on Tuesday.

e. Time and Attendance.

(1) Time and attendance records are kept on a computer program called Electronic Time and Attendance Management System (ETAMS). These records are maintained by the branch and section secretaries who have completed the FAA T&A directed study course.

(2) Reference: FAA Order 2730.8 and the ETAMS Manual.

f. Personnel Actions.

(1) ASO-530A is responsible for initiating SF-52s on all personnel actions. Some of the actions are listed below:

- (a) Advertisement.
- (b) Reassignment.
- (c) Promotion.
- (d) Termination of promotion.
- (e) Retirement.
- (f) Position Description Change.

(g) Resignation.

(h) Conversion.

(2) These are typed on an SF-52, signed, and forwarded to ASO-520.

(3) A copy is maintained by ASO-530A.

(4) File: 3200.

(5) Reference: FAA Order 3200.

g. Requests for 2040 Travel Funds (2111 AND 2112).

(1) All branch travel funds are managed by ASO-530A in accordance with standardized division procedures. The following procedure defines the steps each specialist must follow when making travel requests applicable to field travel under cost codes 2111 and 2112. Other travel such as PCS, CMD, the Academy, etc., is exempted.

(2) Action:

(a) The specialist will prepare a Travel Request Form for each request.

(b) The form should be routed through ASO-531/532 and signed by the branch manager thereby approving request.

(c) ASO-530A then posts in cuff records. (It is essential that accurate cuff records be maintained.)

(d) After approval and posting, form is returned to the specialist.

(e) A copy of the travel order is used for obtaining ticket from SATO.

(f) Occupancy Tax Exemption Certificate is used if needed by motel (State of Florida).

h. Training/Course Assignments.

(1) Obtain quota in courses 50010, 50114, 50403, 50018, 50113, 50115 from ASO-520.

(2) Coordinate with individual field facilities, ASO-530 branch personnel, and ASO-530 field personnel, i.e., Air Traffic Representatives (ATREPs), Navy Liaison Officers (NAVLOs), etc., to allocate quota as necessary.

(3) Distribute information package for course attendees to facility, field personnel, or branch personnel as appropriate.

(4) Inform facility to enter attendee in TRIMATE. If the facility is not on line with TRIMATE, contact ASO-520 for enrollment.

(5) Enter via TRIMATE all course assignments for 530 specialists or field personnel, i.e., ATREPs, NAVLOs, etc. This entry is made on computer in accordance with the TRIMATE Users' Manual.

(6) Travel Order (DOT Form 1500.3) is completed and proper distribution is made.

(7) Annual Fiscal Year (FY) call for training:

(a) Field facilities will identify training requirements for next FY in courses 50010, 50113, 50114, 50403, 50018, 50115 (via TRIMATE Call for Training Program).

(b) ASO-530 must identify next FY training requirements for branch personnel and field personnel assigned to the branch, i.e., ATREPs, NAVLOs, MLOs. These requirements will be entered via TRIMATE Call for Training Program.

(c) References: FAA Notices 3000.64 and 3000.70, Chapter 17 of TRIMATE, and SO Notices 3000.85 and 1375.1.

(8) File: 3000 and 3120.

i. Budget.

(1) ASO-530A tracks and monitors the distribution of allocated funds for branch and field travel. He/she compiles ATREP/MLO/NAVLO/ARFLO budget proposals for next fiscal year and ensures timely submission of budget/fiscal reports.

(2) Handoff for quarterly fiscal program is given to ASO-530.

(3) Travel for specialists in ASO-530, ASO-531, or ASO-532 is entered in travel program on ASO-530A's computer. ASO-531A keeps track of travel for ATREP/MLO/NAVLO/ARFLOs on same program in his/her computer. All scheduled travel is monitored by ASO-530A.

(4) Below is an explanation of budget forms and how and when to complete them:

(a) Each quarter, reports are compiled and budget requirements are submitted to ASO-520 quarterly on SO Form 2500-33. This form shows how

much was spent for this quarter and how much is needed for upcoming quarters. A justification is attached to this form explaining changes from previous quarters and also to explain why funds were used for this quarter.

(b) SO Form 2700-4 is sent to ASO-20 quarterly to obligate funds for which vouchers may not have been received by the end of the quarter.

(c) Three quarterly reports are required and are due: 12/20, 3/20, and 6/20 of each year.

(d) Mid-Fourth Quarter Review is due 8/20 and consists of two (2) SO Forms 2500-33. On one SO Form 2500-33, list what was actually on cuff records plus what is estimated for 4th Quarter. Attach justification for trips which have been taken for the year. On another SO Form 2500-33, submit an estimate for the next FY from ASO-530, ASO-531, ASO-532, and ATREPs. These estimates should contain justification as they will be used to develop the branch annual budget estimate.

(e) Annual budget estimate (SO Form 2500-20) is due 11/10. This report is to show what was actually spent this year plus an estimate for the next 3 years. It is broken down by cost center, reason for travel, total travel days, total cost for each category. It is also broken down by branch and ATREP/MLO/NAVLO/ARFLO travel. The current year information on this report is data gathered from actual vouchers, and both the next year and 3 year estimate statistics are developed from a combination of historically repetitive costs and those which are anticipated future needs. This material is given to ASO-530A.

(5) Budget Files: 2500, 2500.1.

(6) Reference: Order SO 2700.5E, Order SO 2730.7, and Order SO 2700.1D.

j. Goals.

(1) Each year's new goals are due August 20.

(2) ASO-500H receives input from headquarters and from ASO-500 as to what may be expected in the area of new goals for the coming year, and open items are carried over from previous years.

(3) Specialists, section supervisors, and managers are polled to provide input on branch goals.

(4) This information is compiled, by ASO-530A, placed in the proper format, and submitted to ASO-500H.

(5) Status reports are due every quarter on goals assigned to ASO-530. Dates for this status report are: 1/15, 4/15, 7/15, and 10/15.

(6) File: 1800.

4. FUNCTIONAL TASK. Procedures Section, ASO-531.

a. SOPs for ATREPs/NAVLOs/MLOs/TACLOs.

(1) Monitor Department of Defense Approach Control (ATREPs/NAVLOs).

(2) Monitor Department of Defense VFR Towers (MLO) by:

(a) Assuring military conformity with FAA Orders 7110.65 and 7610.4.

(b) Serving as principal Control Tower Operator (CTO) Examiner for military ATCS. Appropriate military authorities may be designated to assist with CTO program as alternate CTO examiners. ASO-540 has the overall CTO program lead (excludes TACLO).

(3) Co-signing all Letters of Agreement involving FAA/DOD in regard to the national airspace system, etc., assisting in the formulation of all such documents.

(4) Acting as adviser to DOD Approach Control Towers reference ATC procedures and interfacing with local civilian aviation authorities regarding FAA policy on civil matters (ATREP/NAVLO).

(5) Advising regional office of all significant events/activities at his/her facility that may affect the NAS.

(6) Administrative Requirements.

(a) Provide ASO-530 with a monthly highlight report. This is a concise report of significant events that occurred during the prior month, and is due within one week of the covered period.

(b) Participate in monthly TELCON: Held second Wednesday of each month at 10:00 a.m.

(c) Monthly traffic count: Mail SO Form 7230-12 as soon as practical to ASO-520.7, with actual IFR count.

(d) Quarterly travel estimate: Mail to ASO-531 within one administrative work week of the end of each quarter. This report should include estimates for travel to adjacent ARTCCs, etc.

(e) Annual progress report: Mail to ASO-531 not later than February 1. Include summary of significant events for past year, the past year's statistics for number of operations, assigned aircraft, etc.

(f) EEO report: Summary of job opportunity counseling to minorities, due monthly in conjunction with highlights.

(g) Special Use Airspace (SUA) annual review: Responsible for evaluating/monitoring SUA's located within their area of jurisdiction. Report due yearly (excludes TACLO).

(h) Participate in familiarization flights in military aircraft to evaluate airspace requirements/problems for the military pilot.

(7) Provide technical assistance:

(a) Serve as technical adviser to the Commander and his/her staff on matters pertaining to the NAS, FAA policy, system limitations, etc.

(b) Provide assistance to air crews at the wing/squadron level for mission coordination, flight planning, altitude reservations, etc.

(c) Coordinate military events/deployments/missions with appropriate FAA facilities that may be involved/affected.

(d) Evaluate airspace requirements for the DOD tenant and advise ASO-530 of findings and/or recommendations.

(e) Develop and present training programs for military pilots, controllers, and users within the civil aviation community for the purpose of informing the users on current FAA policies and regulations.

(f) Evaluate the effectiveness of FAA facilities to the DOD requirements during exercises/missions.

b. Additional SOPs for TACLO. Monitor 9th Air Force Operations within the NAS by:

(a) Co-signing all Letters of Agreement involving FAA/9th Air Force in regard to the National Airspace System, etc., assist in the formulation of all such documents.

(b) Monitoring military missions/exercises to provide interface with FAA on a real time basis.

c. ASO-531 Assignments.

(1) ASO-531.1. ATREP-Eglin AFB (VPS), ATREP-Tyndall AFB (PAM), NAVLO-Pensacola NAS (PNS), NAVLO-Jacksonville NAS (JAX)

(2) ASO-531.2. TACLO-Shaw AFB (SSC), ATREP-Shaw AFB (SSC), MLO-Pope AFB (POB), NAVLO-Caribbean, Roosevelt Roads (NRR)

(3) ASO-531.4. ATREP-Seymour-Johnson AFB (GSB), ATREP-Beaufort MCAS (NBC), ATREP-Cherry Point MCAS (NKT)

(4) ASO-531.5. ATREP-Moody AFB (VAD), ATREP-Key West NAS (EYW)

(5) ASO-531.6. ATREP-Fort Rucker (OZR), ATREP-Fort Campbell AAF (HOP), ATREP-Columbus AFB (CMB)

d. Support & Guidance to ATREPs/MLOs/NAVLOs/TACLO. ASO-530 field personnel are stationed at various military installations throughout the Southern Region. ASO-530A is the primary point of contact for providing administrative support and guidance. Listed below are the telephone numbers for help with other problems that may occur:

<u>Problem</u>	<u>Contact</u>
Budget/Equipment	ASO-520, (404) 763-7566
Travel/Vouchers	ASO-22A, (404) 994-5414
Accounting Inquiry	ASO-22, (404) 994-5411
Problems with pay	ASO-26, (404) 994-5442
PCS moves	ASO-52, (404) 763-7489
Government Diners Club	1-800-525-9150, or see ASO-500A
Field telephones	ASO-481, (404) 763-7759
Personnel	ASO-14, (404) 763-7796
Distribution	ASO-52, (404) 763-7539
Leave	ASO-531A, (404) 763-7911
Leave Discrepancies	ASO-26, (404) 994-5425
FAM Books	ASO-540, (404) 763-7466

e. Enroute/Terminal/FSS Procedures.

(1) Assist Enroute/Terminal/FSS facilities with interpretations of FAA Orders 7110.65 and 7110.10 as required.

(2) Only opinions may be rendered from the regional office on FAA Orders 7110.65 and 7110.10. Requests for official interpretations must be submitted to the Air Traffic Rules and Procedures Service (ATP-100) office through ASO-530.

(3) Prepare all requests for interpretations for ASO-500's signature and provide a copy to the requesting field facility.

(4) Encourage facilities to forward a copy to ASO-530 of any procedural directive about which there are questions regarding the official guidelines.

f. Letters of Agreement (LOA).

(1) Facilities develop LOA in accordance with FAA Order 7210.3. Except when pertaining to procedures for minima contrary to those contained in FAA Handbook 7110.65, SO 7200.2 delegates authority and responsibility for facility managers to develop, approve, and implement Letters of Agreement without prior approval of the ATD.

(2) Copies of each LOA developed by field facilities will be forwarded to ASO-530, per SO Order 7200.2.

(3) Review each LOA to ensure compliance with existing regulations.

g. Terminal Control Areas (TCA) and Airport Radar Service Areas (ARSAs).

(1) When notified that a facility meets criteria established in FAA Order 7400.2 to establish an ARSA or TCA, notify ATP-200 and request to begin airspace development.

(2) Schedule informal airspace meetings as outlined in FAA Order 7400.2.

(3) Assist facility in staff study to determine if airspace change is in order.

(4) Notice of Proposed Rulemaking will be accomplished by ATP-200 and mailed to all users from headquarters.

(5) Comments received on rulemaking will be forwarded to headquarters, then sent to regional office to be addressed.

(6) Coordinate with ASO-540, ASO-520, and ASO-510 during process as to effects on operation, manpower, and equipment.

h. Noise Abatement Procedures/Environmental Issues.

(1) Requests for implementation of these procedures can come from various sources ranging from Environmental Impact Statements (EIS) to airport managers.

(2) Most requests for procedures come in the FAR Part 150 studies.

(3) When FAR 150 studies are received, ensure that the facility manager has a copy for review and obtain his/her comments in writing.

(4) Review the study and prepare a response. It is important to ensure that any procedure accepted is thoroughly evaluated prior to

implementation, due to the difficulty in changing elements of the study once it has been environmentally approved.

(5) Noise Abatement Orders. SO 1050.3, FAA Orders 1050.1 and 8400.9, and N 7210.360.

i. National Beacon Code Allocation Plan (NBCAP).

(1) Process requests for beacon codes per FAA Orders 7110.66 and SO 7110.11.

(2) Coordinate requests for codes other than 0100, 0200, 0300, and 0400 with the headquarters Procedures Division, ATP-100.

(3) Codes 0100, 0200, 0300, and 0400 are delegated to the Southern Region, ASO-531.

(4) To prevent data block swap, ensure that the same beacon codes are not assigned to adjacent facilities.

(5) Notify affected ARTCC of new beacon code assignment.

j. Processing of ARTCC/Oceanic Control Area (CTA)/Flight Information Region (FIR) Boundaries.

(1) Review the proposed change for accuracy and compliance with FAA Order 7900.1.

(2) Coordinate the proposed change with all affected regions.

(3) Forward the proposed change to ATM-100 with two copies to ATM-600, at least 75 days prior to desired charting date.

(4) Maintain a record of domestic/oceanic ARTCC boundaries and all FIR boundaries within ASO-530's jurisdiction.

(5) Ensure that all proposed change effective dates and any associated airspace action effective dates are the same and coincide with charting dates.

k. New Sector/Resectorization.

(1) Review facility staff study for new sectors or resectorization to ensure it complies with FAA Order 7210.46.

(2) Submit facility's staff study package to ASO-500 for review and signature.

(3) Forward the package to ATP-100, for review.

(4) Notify facility immediately upon approval, then follow up with written correspondence.

1. Military Exercise Planning.

- (1) Obtain ASO-530's signature for proposal.
- (2) Send proposal for printing.
- (3) Circularize proposal, i.e., ZAT 04, Special Distribution.
- (4) Forward recommendation to ATM 420.

m. Controlled Firing Areas (CFAs).

- (1) Coordinate proposed/renewal CFA's with affected facilities.
- (2) Process proposed/renewal CFA per FAA Order 7400.2. Process associated waiver, if required (FAR 101, etc.).
- (3) Send CFA approval letter to appropriate military representative with copies to ATM-420, ASO-200, and affected facilities.

n. Aircraft Identifiers and Call-Signs.

(1) For actions requesting three-letter identifiers and radio telephony call signs:

- (a) Aircraft operator sends request to ASO-530A.
- (b) Request is reviewed to be sure criteria is met.
- (c) If criteria is met, forward request to ATP-200.
- (d) ATP-200 checks with International Civil Aviation Organization (ICAO) for duplication of identifier and call sign.
- (e) If approved, ATP-200 sends approval directly to aircraft operator with copy to ASO-530. GENOT is sent to facilities from headquarters and a copy is sent to the ATD.

(2) For actions requesting local call signs: (facilities make request)

- (a) Aircraft operator sends request to facility.
- (b) Facility forwards request to ASO-530 and ASO-530A checks for duplication of call sign.

- (c) Request is forwarded to ATP-200.
- (d) ATP-200 checks for duplication of call sign.
- (e) ATP-200 sends approval or disapproval to ASO-530.
- (f) Approval or disapproval is forwarded to facility.

(3) Quick Criteria Need:

(a) At least 15 scheduled domestic round trips per week or seven scheduled international air operations per week.

(b) Send request to ASO-530 with at least five choices for identification/call signs.

(c) Send two copies of flight schedules and copy of operating certificate.

(4) File: 7340.

(5) Local Call-Sign File: 7340.1.

(6) Reference: Order 7340.1 and Advisory Circular 120-26G.

o. Operational Error/Deviation.

(1) Review all operational error/deviations forwarded from ASO-540. Check for any procedural problems associated with the occurrence.

(2) Terminal operational errors are reviewed by ASO-531.4. Enroute operational errors are reviewed by ASO-531.1.

(3) If a procedural problem is identified, coordinate with ASO-540 to assist them and the facility involved to eliminate the causal factor.

p. Presidential Movement.

(1) Coordinate all information received from ATM-400 with affected facilities, i.e., ARTCCs, ATCTs.

(2) Determine fix/radial/distance for Temporary Flight Restriction (TFR) per FAR 91.141, if required. Forward information to ATM-400.

(3) Coordinate Scoot Mission with affected facilities and provide ATM-400 with point of contact and commercial telephone number.

(4) Provide ASO-531.1 with Presidential movement information for daily OPSCON.

(5) Reference: FAA Order 2100.6.

q. Employee Suggestions.

(1) Employee suggestions are reviewed by ASO-531 specialists, as assigned.

(2) Review all suggestions received for accuracy (7110.65) or duplication.

(3) Coordinate with other branches for input into suggestion.

(4) Decision may be made at regional level and returned to Incentive Awards Coordinator.

(5) If decision cannot be made at regional level, return to Incentive Awards Coordinator (ASO-520) with recommendation to forward to headquarters.

(6) File: 3450.

r. Consumer Complaints.

(1) ASO-530A is the branch point of contact for consumer complaints. He/she may conduct the appropriate review or direct consumer complaints to a specialist.

(2) Low-flying aircraft in the local area:

(a) Airport Commissioner's office, telephone (404) 530-6610.

(b) Atlanta Flight Standards District Office (FSDO) -
(404) 994-5291.

(3) Low-flying military aircraft. ASO-531.3 and military representatives are the points of contact.

(4) Noise complaints. ASO-531.5 and Airports Division, ASO-600, are the points of contact for low-flying aircraft that are not locally based.

s. Consumer Hotline.

(1) The Consumer Hotline was established in 1985 to process telephone calls from concerned citizens. The Community and Consumer Liaison Division, APA-200, manages the program and staffs the hotline telephone.

(2) Upon receipt of a call, APA-200 will determine the appropriate region of primary interest, log the call, and forward a brief record of the call to the appropriate region.

(3) The point of contact in the Southern Region is ASO-2. This individual records the item, assigns a suspense date and forwards the item to the appropriate division for action. ASO-530A is the point of contact in the branch. He/she tracks suspense date and forwards the item as necessary.

(4) The administrative assistant/specialist assigned action to a Hotline call should:

(a) Determine the nature of the problem. (If necessary, contact the consumer for additional information.)

(b) Determine the air traffic facility/facilities involved and contact them for information or explanations.

(c) Prepare a written or telephonic response for the consumer.

(d) If a telephone response is provided to the consumer, keep a written record of the conversation.

(e) Prepare a written response for ASO-500's signature. A control number should be initiated on all on correspondence. (The facility may accomplish Step (c).)

(5) Notify ASO-2 of the following:

(a) If you are unable to make telephonic contact with the consumer (keep a record of dates/times you attempt contact).

(b) If, after making contact, the consumer is dissatisfied with the response.

(c) If an extension beyond the suspense date is needed.

(6) When all actions are completed, forward a copy of the written correspondence and/or the record of telephone conversation to ASO-2 and APA-200.

(7) File: 1220.1.

t. Safety Hotline.

(1) The Safety Hotline was established to process telephone calls from citizens concerning safety. The Aviation Safety Hotline Program Manager, AOV-203, manages the program and staffs the hotline telephone.

(2) Upon receipt of a call, AOV-203 will determine the appropriate region of primary interest, log the call, and forward a brief record of the call to the appropriate region.

(3) Point of contact in the Southern Region is ASO-2. ASO-2 records the item, assigns a suspense date and forwards the item to the appropriate division for action. ASO-530A is the point of contact in the branch. He/she tracks suspense date and forwards the item as appropriate.

(4) The administrative assistant/specialist assigned action for a Hotline should:

- (a) Conduct the appropriate review/investigation.
- (b) Contact the Safety Hotline caller and answer/resolve the complaint.
- (c) Send a memo to AOV-203 with action taken and resolution, with a copy to ASO-2A. Response should be prepared for ASO-500 signature. Control numbers should be indicated on all correspondence.
- (d) If caller's name is not on the Hotline, contact the Hotline Program manager for the name and phone number. If the caller wants to remain anonymous, respond directly to AOV-203.
- (e) In the event that the problem cannot be resolved, send all information to AOV-203 who will determine appropriate action.

(5) File: 1220.2.

u. Administrator's Hotline Calls.

(1) Guidance for replying to Administrator's Hotline calls regarding procedural, airspace, obstruction, or traffic management issues is as follows:

- (a) Reply to the caller through the facility's Air Traffic Manager when appropriate.
- (b) Prepare for ASO-500's signature.
- (c) Input for the response should be obtained from the facility's Air Traffic Manager unless you already have sufficient information to provide a reply.

(2) When required, three copies of the reply and the Hotline printout are sent to the Air Traffic Manager. (To be opened by Addressee only.)

(3) Required copies:

- (a) AOA-1.
- (b) AOA-20.
- (c) ASO-2 (one copy and copy of correspondence).
- (d) ASO-500 (blue copy and copy of correspondence).
- (e) Plus all offices on printout that received a copy of the Hotline.

(4) Call-ups generally permit ten days for reply.

(5) If the Hotline call was from an anonymous employee, the response goes to AOA-20 from ASO-500.

(6) All responses to Administrator's Hotlines are to be FAXED to AOA-20 immediately after signature. A hard copy should also be mailed as in the past. The FAX number is FTS 267-5087.

(7) ASO-530A will process all Hotline correspondence.

v. Handbook Change Proposals.

(1) National change proposals are generated from headquarters: ATP-110 (FSS), ATP-120 (Terminal), ATP-130 (Enroute), and ATP-140 (International). Proposals are distributed to the regions for input.

(2) Change proposals should be reviewed and forwarded to a sampling of field facilities. The nature of the change will dictate number and type of facilities to receive change proposals and requests for comments.

(3) Prepare a cover letter for ASO-530's signature requesting comments and designate a response deadline date.

(4) Response back to headquarters shall be the regional response after consideration of all comments.

(5) Change proposals received from field facilities should be reviewed for appropriateness, then forwarded to headquarters with cover letter (copy to requesting facility).

(6) Process change proposals to orders, directives, notices, and other national policy items in same manner as handbook changes.

w. Waivers and Exemptions.

(1) Authority to grant waivers to FAR 91 Subpart b and FAR 101 is delegated to the regional ATD.

(2) Applicants must submit FAA Form 7711-2 (Application for Waiver) to ASO-530.

(3) Each request is evaluated for appropriateness, timeliness, and impact on ATC operations.

(4) Coordinate with other branches and field facilities as necessary to make determination.

(5) Prepare waiver (FAA Form 7711-1) with cover letter for ASO-530's signature.

(6) Provide a copy to all concerned facilities with FAA Form 7711-1 and cover letter.

x. Military Waivers/Exemptions. Process/maintain file of Southern Region military waivers/exemptions as required.

y. Laser Shows/Demonstrations.

(1) Laser companies send requests for laser shows to ASO-530A at least 21 days in advance of the scheduled show.

(2) Review laser notification for all necessary information per FAA Order 7400.2. Contact laser production company if any necessary information is not contained in the proposal package.

(3) Laser company is added to master list of laser companies.

(4) Laser show is tracked to ensure deadline is met.

(5) Verify information in the notification for accuracy, i.e., latitude/longitude, variance, expiration date, milliradians, wattage, etc.

(6) Coordinate with affected facilities.

(7) If approved, complete laser approval form letter and sample NOTAM.

(8) FAX/mail letter to laser company, and appropriate facilities if needed, in time to meet laser show date.

(9) File: SP-1.

z. Traffic Management. ASO-531.1 is:

(1) The point of contact for Southern Region facilities to report impact items, i.e., ground delay programs, closed runways, navaid outage, etc. This is accomplished through two daily TELCONS; 8:15 a.m. and 12:30 p.m. These TELCONS are attended by all centers, most major terminals, all regions, and the Air Traffic Control System Command Center (ATCSCC).

(2) Responsible for traffic management initiatives such as static restrictions, preferred routes, special traffic management programs, etc., as defined in FAA Orders 7110.65 and 7210.3.

(3) Responsible for keeping ASO-500 apprised of issues affecting air traffic facilities or users of the National Airspace System.

(4) Responsible for extracting the Daily Report, EQF Report, and the Regional Traffic Count from ATOMS/OPSNET for daily 11:00 a.m. OPSCON.

(5) Responsible for attending 11:00 a.m. OPSCON in ATD conference room for briefing from all regions on impact items nationally.

(6) Responsible for attending Traffic Management conferences to discuss future traffic flows and trends, discuss problems and cures.

(7) Responsible for assisting the OPSNET facilities in the region with any problems.

(8) Reference FAA Orders 7110.65 and 7210.3.

aa. Processing Rulemaking and Non-Rulemaking Special Use Airspace (SUA).

(1) Step 1. Coordination: Prior to submission for approval, military proponents of special use airspace are required to coordinate proposals with locally affected ATC facilities and military units, local FAA Air Traffic representatives/liaison officers where assigned, and the ARTCC having jurisdiction over the affected airspace. Coordination of non-military proposals will be accomplished by the regional ATD. Use the following guidelines to determine proper coordination:

(a) If the proposal has not been coordinated with all affected ATC facilities, return the proposal to the appropriate military regional representative. Proposals shall include a written concurrence from each affected ATC facility. (Statement by the proponent that coordination has been completed will not suffice.)

(b) If any ATC facility has a valid objection, the objection should include the following:

1 Impact on air traffic controlled by the facility, including specific number of aircraft.

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2 Peak traffic hours of the sectors and/or airports affected.

3 Airways, direct routes, VFR flyways affected by the proposal.

4 If appropriate, alternatives to assist the proponent in completing requirements, i.e., "can approve between 2000 - 0600 LCL, Sat-Sun."

(c) If any ATC facility has provided a valid objection to the proposal, return the proposal to the appropriate military regional representative stating the reasons outlined in the facility letter.

(2) Step 2. Justification: The explanation of the need for the proposed airspace must be definitive. It must support any imposition on nonparticipants and/or the priority afforded to the special use proponent. Requirements such as "the containment of military activity" or "in support of national defense" or other similar stand alone statements are inadequate. Use the following guidelines when evaluating the proponent's justification:

(a) Justification shall be specific and based on current operational requirements. Anticipated future requirements such as "new aircraft to be assigned" or "new weapons systems expected" are not current operational requirements.

(b) New proposals shall contain reasons why the activity cannot be accommodated within existing airspace.

(c) Justification for restricted airspace must contain a detailed description of the hazardous activity to be conducted. Small arms ordnance, 50 caliber or less, is not justification for restricted airspace. (50 caliber anti-aircraft guns fired 40 degrees above the horizon are hazardous to aviation and justify activation of restricted airspace.)

(d) Proposals for restricted airspace shall contain safety footprints, run-in headings, bombing patterns, etc. Approve only enough airspace to protect the safety zone. Buffer zones are not appropriate.

(e) Airspace for existing and planned civil airports should be protected throughout the special use airspace determination process.

(3) Step 3. Activities: The airspace proposal must include a detailed description of activities to be conducted within the area. The description shall include, but not be limited to, the following items:

(a) A detailed list of activities to be conducted by each organization proposing to use the area.

(b) Local time that daily operations normally are scheduled to begin and end. Include weather requirements if it is a condition of use.

(c) Number of hours (daily) the area will be used.

(d) Specific hours per day, days per week, weeks per month, and months per year the area will be used.

(e) If the area is to be used for aircraft operations, include:

1 The number and type of aircraft normally involved in performing activities for which the area is established.

2 A statement as to whether ground or airborne radar surveillance will be used during the operation. If radar surveillance will be used, indicate on the chart whether radar coverage is available.

3 The altitudes to be used in daily aircraft operations (expressed in feet MSL or flight levels, as appropriate) for each type of activity. Include the altitude (or blocks of altitude) and the number of hours these altitudes will be used.

4 The intentions regarding flight and supersonic speeds.

(f) If the area is to be used for surface firing, include the following:

1 Type weapons to be fired with their associated firing fans, footprints, buffers, etc.

2 Maximum desired altitude (expressed in feet MSL) to accomplishing required surface firing operations.

3 Number of hours highest altitude to be used annually.

4 Altitude normally used for daily firing operations (expressed in feet MSL).

5 A detailed explanation of the peak hourly, daily, weekly, monthly volume of firing.

(g) Any special requirements.

(4) Step 4. Horizontal/Vertical Limits: The horizontal limits of special use airspace are defined by geographic coordinates or other appropriate references that clearly describe their boundaries. Where it is difficult to establish boundaries easily discernible from the air, the area

may be expanded to allow the boundary to be located along some charted prominent terrain feature, i.e., rivers, highways, railroad tracks, etc. Except for temporary areas, boundaries shall not be described as "along the boundary" of another airspace area. Use the following guidelines when evaluating the requested vertical limits of the proposed SUA.

(a) Disapprove all restricted area proposals that designate the surface as the floor, unless the proponent owns, leases or by agreement otherwise controls the underlying surface. (Additional requirements are contained in 7400.2 for aerial access.)

(b) Disapprove all proposals that affect existing or proposed airways, unless procedures are developed that give the airway traffic priority. Boundary of restricted areas should be at least 5 miles from the centerline of any existing or proposed airway.

(c) Vertical limits shall be established, as necessary, to contain only the planned activities. Stratification to enhance joint use is permitted and encouraged. Within areas solely containing aircraft operations, altitudes at or above 18,000 feet MSL shall be expressed as flight levels. Within areas containing other than aircraft operations, altitudes at/or above 18,000 feet MSL shall be expressed as feet above MSL.

(d) Below 18,000 feet MSL, altitudes shall be expressed to the nearest 100 feet. Above 18,000 feet MSL, altitudes/flight levels shall be expressed to the nearest 500 feet.

(e) Procedures for determining the floor of special use airspace vary with area type and are contained in the appropriate chapters of 7400.2, Part 7.

(f) Ceilings are expressed as flight levels or feet above MSL. Unless otherwise specified, the word "to" an altitude or flight level means "to and including" that altitude or flight level. If the vertical limit does not include the altitude or flight level, the ceiling shall be expressed as "to but not including."

(5) Step 5. Times of Use: Close scrutiny of proposed times of use is essential to good management of special use airspace. Publication of unrealistic usage times unnecessarily discourages pilots or nonparticipating aircraft from requesting transit or activity information. Use the following guidelines when determining times of use of the proposed SUA.

(a) Requests for continuous usage SUAs are not appropriate. Proposals to modify existing areas, which are currently designated continuous, shall contain a new designated time of use prior to processing by this office. Use the previous year's utilization report, if necessary, to establish a time of use.

(b) Use local times to designate times of use. Areas that overlap two time zones specify time zone used, i.e., "0700 - 1600 EDT."

(c) Assign the minimum period of time necessary to meet the requirements of the using agency.

(d) Enhance real-time joint use of special use airspace by conveying to nonparticipants definite and/or probable periods of inactivity.

(e) Keep to a minimum the amount of information necessary to publish and chart special use airspace areas.

(f) Times of use shall be expressed using the terms or combination of the terms indicated below and should reflect normal use for the majority of the time. When a using agency has knowledge of significant seasonal differences in usage requirements, different times of use may be established as appropriate, e.g., "Sep-Apr, Mon-Fri, 0800-1700" and "May-Aug, Daily, Sunrise-2300." Days of the week and/or months of the year should be indicated as appropriate.

1 Sunrise and sunset.

2 Specified time indicated as local time using the 2400 clock.

3 Intermittent requires an associated time or NOTAM provision. Not applicable to restricted areas without a "by NOTAM" provision.

4 "By NOTAM" may be used alone or in combination with 1, 2, and 3 above when anticipated usage cannot be determined or when the nature of the using agency's mission requires infrequent and/or erratic utilization. Use of the "by NOTAM" provision is not intended to provide solely for the "possibility of unforeseen short range requirements" of the using agency. Additionally, "by NOTAM" shall be applicable to an entire area and not to only a portion thereof. When time of use varies significantly from one portion of an area to another, action should be initiated to have dissimilar portions identified by subdivision or reestablished as separate areas. Activation by NOTAM shall normally be at least 24 hours in advance. This may be reduced if justified to gain an operational advantage.

(6) Step 6. Safety Considerations: The proposal shall include an explanation as to how each of the following safety precautions is to be accomplished.

(a) How activity will be confined within the proposed area including provisions for containment of participating aircraft within the SUA.

(b) Procedures for handling malfunctions.

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(c) Tolerance for ordnance trajectory.

(d) Communications and means to stop hazardous activity in the event of emergency ingresses by nonparticipants.

(7) Step 7. Communication/Radar: Specify the availability and proposed utilization of ground and/or airborne communications coverage; e.g., range control, military radar unit (MRU), airborne radar until (ARU), Fleet Area Control and Surveillance Facility (FACSFAC).

(8) Step 8. Environmental and Land Use Information: All special use airspace proposals must contain an environmental statement which includes the following:

(a) Identification of the lead agency or appropriate representative responsible for compliance with NEPA.

(b) The names, addresses, and telephone numbers of persons to whom comments on environmental and land use aspects may be submitted.

(c) Proposal requesting designation below 1,200 feet AGL which have underlying private or public use lands shall indicate agreement to provide reasonable and timely aerial access to such lands. Prohibited and restricted area proposals requesting designation from the surface shall indicate that the proponent either owns, leases, or by agreement, controls the underlying surface.

NOTE: Proponent must furnish region/headquarters with copy of final Environmental Impact Statement (EIS) prior to final decision on proposal.

(9) Step 9. Graphic Display: Proposal shall include a graphic presentation of the proposed area on aeronautical charts and other maps as appropriate. If applicable, the presentation should indicate those areas owned, leased, or controlled by the using agency. All proposals should, as a minimum, be depicted on sectional aeronautical charts.

(a) If the area is to contain aircraft operations, the following shall be depicted:

1 The location and the representative pattern of firing and/or bombing runs. If appropriate, show where run begins, lock-on points, where firing, if any, commences and ends, and release and pull-up points.

2 Impact areas.

(b) If the area is to contain surface-to-surface or surface-to-air firing, the following shall be depicted:

1 Firing points.

2 Impact areas.3 Perimeter of firing fans for each type weapon used.

(10) Step 10. Controlling Agency/Using Agency: Joint use of special use airspace requires the assignment of a controlling agency. The charting information will designate the assigned controlling agency. If the proposed area may be used by another agency and the SUA is not to be designated joint use, include justification for the request. The following information should be included as appropriate.

(a) For joint use restricted areas, indicate the FAA facility that may authorize transit through or flight within a restricted area in accordance with a joint use Letter of Agreement.

(b) For other than joint use restricted areas, indicate the organizational unit that performs the same function.

(c) Normally, the using agency is the department, organization, or military command whose activity established the requirement for the special use airspace. Although it is a rare method of establishing joint use airspace, an ATC facility may be the using agency when that facility is specified in a letter of procedures as having priority for use of the area.

(11) Step 11. Charting and Publications: With the exception of controlled firing areas and temporary MOA/restricted areas, special use airspace shall be reflected in aeronautical publications and depicted on aeronautical charts. New and revised areas normally become effective on the U.S. 56-day cycle publication dates.

(12) Step 12. Determine whether the proposal is rulemaking (Step 13) or non-rulemaking (Step 14), then refer to the appropriate step based on the determination. In addition, the ASO-530 specialist processing the airspace proposal shall:

(a) Plot the coordinates submitted in the airspace proposal on the appropriate sectional chart and outline the area using chart tape.

(b) Include on the chart a label identifying the SUA by number and altitude.

(13) Step 13. Rulemaking Proposals will be processed as follows:

(a) If the requirements in 7400.2 are met and Steps 1 through 12 resulted in an acceptable proposal, the following action should be completed by ASO-531 specialist when processing rulemaking proposals.

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secretary's desk. 1 Obtain a rulemaking number from the book at ASO-530

subject. 2 Begin a docket file using rulemaking number and

3 Write a letter to ATP-200, ATTN: ATP-240, if
nonmilitary or ATM-400, ATTN: ATM-420, if military, requesting they initiate
rulemaking action. The letter should include the following:

a A short description of the activity to be
conducted in area and the proponent's reason for requesting establishment.

b Define the boundaries using the coordinates
provided in the airspace proposal. Correct the proponent's coordinates if
necessary.

c Designated altitudes.

d Time of designation.

e Controlling agency.

f Using agency.

g Remarks: The "Remarks" section should contain
any special provisions agreed to during the coordination, i.e., "limited to
long-range/stand-off weapons."

(b) When ATP-240/ATM-420 receives the letter of request, they
will issue a Notice of Proposed Rulemaking (NPRM) to be printed in the Federal
Register. Responses by the public will be sent to ASO-530.

(c) When the specialist processing the action receives copies
of the NPRM, he/she should take the following action;

1 Make local distribution of NPRM, (check with ASO-532
to determine a local mailing list) usually within 75 NM of the proposal.

2 Keep the comment file active until the end of the
NPRM comment period.

3 Review all NPRM comments received and make decision
to recommend establishment or non-establishment.

4 Respond by formal letter, if feasible, to each NPRM
objection received.

(d) Send letter to ATP-200/ATM-400 with the results of the comments received regarding the NPRM and include a request for Final Rule if recommended for establishment. Provide reasons for not recommending establishment, if appropriate.

(e) Track the issuance of the NFDD advising of effective date.

(14) Step 14. Non-rulemaking Proposals will be processed as follows:

(a) If the requirements in 7400.2 are met and Steps 1 through 12 resulted in an acceptable proposal, the following action should be completed by ASO-531 specialist when processing non-rulemaking proposals.

1 Obtain a rulemaking number from the book at ASO-532 secretary's desk.

2 Begin a docket file using non-rulemaking number and subject.

3 Write a non-rulemaking airspace circular. The letter should include the following:

a A short description of the activity to be conducted in area and the proponent's reason for requesting establishment.

b Define the boundaries using the coordinates provided in the airspace proposal. Correct the proponent's coordinates if necessary.

c Designated altitudes.

d Time of designation.

e Controlling agency.

f Using agency.

g Remarks: The "Remarks" section should contain any special provisions agreed to during the coordination.

h Environmental information regarding the proposal.

4 Send signed airspace circular to printing.

5 Distribute to ZAT-04.

6 Initiate local distribution of the airspace circular.
(Check with ASO-532 to determine a local distribution list.)

7 Keep the comment file active until the end of the
comment period.

8 Review all comments received and make decision to
recommend establishment or non-establishment.

9 Write airspace determination.

(b) If the above steps result in the issuance of
non-rulemaking proposal, the specialist shall track the issuance of the NFDD
advising of effective date.

bb. ARFLO Duties/Field Responsibilities.

(1) Conduct FAA/Military Joint Evaluations in accordance with FAA
Order 7610.4.

(2) Function as liaison for the FAA with the Air Reserve Forces
located within Southern Region.

(3) Provide ATC technical assistance to the military as required.

(4) Collect all annual reports prepared by ATREPs by March 1st.
Review and revise as appropriate, forward to ASO-531A for printing and
distribution.

cc. ARFLO Defense Readiness Duties. Function as Mobilization Designee.
Attend DOT Emergency Organization (DOT-ED) training sessions.

dd. Ultra Light Vehicles. ASO-531.4 will be the contact point for the
ATD involvement in ultra light operations.

ee. Procedural Unsatisfactory Condition Report (UCR). The ASO-531
terminal, center, or FSS specialist as appropriate will:

(1) Review procedural UCRs to ensure that subject and condition
meet criteria contained in FAA Order 1800.6.

(2) Attempt to resolve the condition at the regional level.

(3) Forward to headquarters those conditions that cannot be
resolved at the regional level. These UCRs will be prepared for transmittal
by ASO-540.

(4) Respond to the originating office as per Order 1800.6 on those
conditions that are resolved at the regional level.

ff. Airport Capacity Programs. As assigned, ASO-531 specialists will:

(1) Participate on committees, provide input to headquarters in all matters affecting airspace capacity.

(2) When made aware of capacity problems at terminal facilities, review and recommend ways to resolve these problems.

(3) Assist ATP-120 in the development of new procedures to lift constraints on current procedures and develop new procedures to enhance airport capacity.

gg. Quarterly Review of Static Restrictions. Review assigned to ASO-531.1:

(1) Each ARTCC is required to submit a quarterly review and justification of static restrictions.

(2) Review submissions to ensure they conform with FAA Order 7210.47.

(3) Reviews are due in ASO-530 the 25th of April, July, October and January.

(4) Reviews are due in headquarters (ATM-100) the first of the following month.

hh. Standard Terminal Arrival Routes (STARs). Review assigned to ASO-531.1:

(1) Each ARTCC is required to submit an annual review of STARs. Reviews are due in ASO-530 before September 25.

(2) ASO-531.1 will ensure that reviews are in accordance with FAA Order 7100.9 and are forwarded to headquarters by October 1.

ii. Sectors.

(1) Each ARTCC is required to submit an annual review of sectors. Reviews from the centers are due in ASO-530 before July 25.

(2) ASO-531.1 will review submissions to ensure they conform with FAA Order 7210.46 and forward them to headquarters, ATM-110, by August 1.

jj. Routes.

(1) High/Low Preferred Routes.

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(a) The ARTCC implementing the Preferred Route has the responsibility of coordinating with affected facilities.

(b) Upon receipt of Preferred Routes (they must be clear originals), ASO-531.1 will:

1 Check for any typographical errors.

2 Attach a cover letter to the package. Send to National Flight Data Center, ATM-600, ATTN: ATM-613.

3 When the routes are published in the NFDD, remove the page and file it in file 7430.3.

(2) Bahama/Atlantic/Gulf Routes.

(a) The ARTCCs will coordinate, develop, and submit airway proposals.

(b) ASO-531.1 will:

1 Ensure all data conforms with FAA Order 7400-2.

2 Submit package with cover letter to Procedures Branch, ATP-100, ATTN: ATP-140.

(3) Standard Terminal Arrival Routes. ASO-531.1 will:

(a) Review each new/revised STAR procedure to ensure compliance with FAA Order 7100.9.

(b) Log the proposal in the STAR working file.

(c) Forward the package to Atlanta FIFO for approval.

(d) After FIFO returns the package, sign the package and forward original and four copies to National Flight Data Center, ATM-600, with copy to ATP-130, ATP-230, and ATP-140.

(e) After STAR is approved and listed in the NFDD, remove STAR from the working file, and place in permanent file.

(4) Standard Instrument Departure (SID) Routes. Review assigned to ASO-531.5:

(a) Requests for SIDs should be processed in accordance with Order 7110.8.

(b) They are normally received from FIFO.

(c) ASO-531.5 will:

1 Review each SID thoroughly for completeness, accuracy, and signatures.

2 Ensure that completed SIDs are signed and forwarded to ATM-600 for publication.

(d) Reference: File 7100-8.

(5) Standard Instrument Arrival Procedure (SIAP) Routes.

(a) Requests to establish or cancel SIAPs usually come from field facilities. However, they may come from other sources, such as airport managers or pilots.

(b) ASO-531.4 or ASO-531.5 as appropriate will:

1 When requests are received, review to ensure requests are reasonable and practical.

2 If concurring with the request, forward it to ASO-220 for action.

(c) SIAP requests are usually filed in the ATCT facility file.

(d) If the request is for an airport where we have no facility, file it in the 8260 file.

(6) Military Training Routes. ASO-531.2 or ASO-531.3 as appropriate will:

(a) Maintain record of MTR yearly count.

(b) Conduct Annual MTR Review Conference; disseminate results as necessary.

(c) Process all MTR routes (new and revised) as per FAA Order 7610.4 and send to ATM-613.

(d) Process MTR complaints/Safety Hotline complaints through information received from AOV-203 and the appropriate regional military representative.

(7) File: 1220.2.

kk. Quarterly Operation/Delay Graphs. Review assigned to ASO-531.1:

(1) Provide quarterly operation/delay information downloaded from headquarters via the monthly report.

(2) Information should include operations at the 11 reporting airports in Southern Region, and delays per thousand operations.

(3) Provide this information to the Human Resource specialist, ASO-500H, who will produce the graphs required.

(4) Reports are due January 15, April 15, July 15, and October 15.

5. FUNCTIONAL TASK. Airspace Section, ASO-532.

a. Processing Notices.

(1) Notice of proposed construction/alteration, FAA Form 7460-1.

(a) Process Notices in accordance with FAA Order 7400.2.

(b) Screen all new cases, forward on-airport cases to applicable Airport District Office (ADO). Locate prior files on cases regarding alterations.

(c) Ascertain that all appropriate information has been submitted for specific structure in accordance with other divisions' needs.

(d) In case of inaccurate/insufficient information or other problems, attempt to resolve by telephone conversation with sponsor and/or consultants, or by letter.

(e) Verify accuracy of coordinates and site elevation using wide variety of maps. In certain cases, determine coordinates for sponsor.

(f) Identify public use airports and military bases within ten nautical mile radius of structure. In the case of public use or military airports, determine runway category, airport elevation, and distance/bearing of structure from airport.

(g) Prepare detailed obstruction evaluation worksheet.

(h) Enter all new cases into the Airspace Management (ASM) data base, print acknowledgement letters, and distribute paper copies, when appropriate, to other operating divisions.

(i) Coordinate all Notices as necessary with ASO-220, ASO-424, ASO-483, ASO-900, ASO-901, ASO-902, and the respective Airport District Office.

(j) Coordinate Notices with Air Traffic field facilities, as appropriate.

(k) Review and analyze division comments, issue determination or negotiation letter, as appropriate, and ensure ASM data base is accurate.

(l) Prepare aeronautical study circular for public comment as necessary.

(m) Review and analyze public comments for validity. Negotiate with proponent for reduction, relocation, or withdrawal prior to issuing Determination of Hazard. Issue Determination of Hazard or Determination of No Hazard, as appropriate.

(n) Ensure that all Determinations of No Hazard and Determinations of Hazard are reviewed by another specialist and signed by the designated specialist.

(o) Forward all determinations which received public comments or objections and those considered controversial by the specialist to the section supervisor for review.

(p) Maintain copies of all correspondence and records of telephone conversations regarding a proposal in the case file.

(q) Forward copies of all determinations to other appropriate offices.

(r) Enter determination data in ASM data base.

(s) Process emergency Notices, i.e., cranes, drilling rigs, etc., via telephone or any other expeditious manner.

(2) Supplemental Notice, FAA Form 7460-2/Project Status Request, FAA Form 7460-11.

(a) Process Notices in accordance with FAA Order 7400.2.

(b) Prepare Supplemental Notice/Project Status Request for verification by sponsor of coordinates, elevations, frequencies, and date construction is started/completed.

(3) Notice of Landing Area Proposal, FAA FORM 7480-1.

(a) Verify accuracy of coordinates provided by Airports District Office.

(b) Prepare airport analysis worksheet, case-file, and coordinate card for each case.

(c) Coordinate notices with affected air traffic field facilities, military representative, and when appropriate, circularize for public comment.

(d) Review and analyze comments from ASO-220, ASO-424, ASO-483, the appropriate military offices (ASO-900/901/902) and aeronautical public.

(e) Issue airspace finding to the appropriate Airports District Office.

(f) Circularize the airspace determination, when appropriate.

(g) Sign all correspondence for the section supervisor.

(h) Ensure that the review of all controversial cases is accomplished by section supervisor.

(4) Processing Airport Improvement Program/Airport Master Plan Proposals (AIPs/ALPs/AMPs).

(a) Process proposals in accordance with FAA Order 7400.2.

(b) Coordinate Notices with affected Air Traffic field facilities, military representatives, and the public, as appropriate. Review and analyze comments.

(c) Forward the coordinated airspace finding to the appropriate Airports District Office.

(d) Circularize the airspace determination if appropriate.

(e) Ensure that all proposal responses are signed by the designated specialist for the section supervisor.

(f) Review of politically sensitive and potentially controversial correspondence will be accomplished by the section supervisor.

(5) Processing Requests for Modification of Obstruction Marking and/or Lighting of Structures.

(a) Coordinate with ASO-220, and military representatives, as appropriate, requests for modification of determinations concerning marking and/or lighting.

(b) Forward to the Federal Communications Commission (FCC) copies of determinations approving modifications of obstruction marking and/or lighting concerning communications facilities.

(c) Incorporate a statement advising the sponsor to contact the FCC for final approval prior to changing the obstruction marking and/or lighting on each determination relating to a communications facility.

(d) Sign the determinations.

(6) Processing Requests for Deviation from Obstruction Marking and/or Lighting Requirements.

(a) Coordinate all requests for deviation from obstruction marking and lighting requirements with ASO-220 and/or respective military representatives, as appropriate.

(b) Prepare a coordinated regional position stating the rationale for recommending approval or disapproval of the request.

(c) Forward the regional position along with the sponsor's request to ATP-240 for their action.

(d) ATP-240 will forward a copy of the approval or disapproval of the sponsor's request to ASO-532.

(7) Processing Establishment/Relocation/Decommission of Federal and Non-Federal Navigational Aids.

(a) Notices are processed in accordance with FAA Order 7400.2.

(b) Coordinate notices with all affected air traffic field facilities, military representatives, and public, as necessary.

(c) Obtain 3-letter identification from headquarters for new navigational aids.

(d) Forward signed responses to the ASO-424 section supervisor.

(e) Sign proposal and airspace determination circulars.

(f) Ensure that the section supervisor reviews all controversial correspondence.

(8) Processing Terminal Airspace Actions.

(a) Upon receipt of the draft Standard Instrument Approach Procedure from the Flight Inspection Field Office (FIFO), review the procedure and determine how much, if any, additional airspace is required.

(b) Assign an airspace docket number and prepare the docket for ASO-500's signature.

(c) Coordinate the docket with ASO-7 and forward to headquarters for publication in the Federal Register as a Notice of Proposed Rulemaking (NPRM).

(d) Review comments to NPRM, if any, ascertain proposed effective date, and prepare rulemaking action as in (3) above.

APPENDIX 6. FACILITY OPERATIONS BRANCH STANDARD OPERATING PROCEDURES

1. PURPOSE. This appendix establishes standard operating procedures to be used by the Facility Operations Branch, ASO-540.
2. FUNCTIONAL STATEMENT. The Facility Operations Branch is responsible for the oversight and standard application of administrative issues in field facilities. The branch is also responsible for field facility performance and, if necessary, the appropriate corrective action. The branch is the focal point for all special programs; i.e., employee participation groups, QTP, employee surveys, random drug testing, system effectiveness, air traffic accidents and incidents and labor relations. The branch shall:
 - a. Provide guidance to field facilities for the implementation of national and regional policies, programs, standards, and procedures pertaining to air traffic services.
 - b. Review complaints from within and outside the agency regarding unsatisfactory conditions, hotline complaints, congressional inquiries, and consumer complaints and questions.
 - c. Direct and manage the periodic updating of field facility contingency plans to ensure facility operating hours are consistent with user requirements.
 - d. Function as the focal point on Hub issues and participate in the review of operational error/deviations for all field facilities. Provide guidance to field facilities on the administration of the "On-site Operational Error Review Program" and the associated Analysis of Variance (ANOVA) program as described in FAA Order 7210.3. Provide guidance to field facilities on handling accidents and incidents.
 - e. Provide guidance to field facilities Technical Appraisals and administer the air traffic controller certification and rating programs, including those at non-federal ATCT locations.
 - f. Serve as the division focal point for tracking and following up on NTSB, System Safety and Efficiency Review, and other recommendations made to improve the air traffic system in the region. Administer the regional in-flight assessment program through the agency's rental and jump seat authority. Provide representation to NTSB officials, when requested, in accident/incident cases.
 - g. Interact closely with the region's Human Resource Management Division and participate in hiring, internal placement, and promotion activities. This function varies from placement, merit promotions, security reviews, assessment, ATSS, QTP, SIDP, performance appraisals and remedial performance issues.

h. Administer the field EEO and Affirmative Action goals through continuous review of personnel actions including promotions, details, selections, etc. Ensure that the facility managers maintain a clear understanding of and are properly applying agency policies regarding these programs.

i. Prioritize fiscal resources and identify budget requirements to the Resource Management Branch for inclusion into the operations appropriation. This includes, but is not limited to, changes to staffing requirements, training quotas for system effectiveness requirements, operations, overtime, travel, permanent change-of-station benefits, and increases in administrative support functions.

j. Serve as the principal division contact with the Human Resource Division for Labor Management Relation activities, agency grievances and disciplinary matters.

k. Serve as the divisional focal point for Freedom of Information Act (FOIA) activities, Unsafe Condition Reports (UCR), and review of accident packages.

l. Conduct assessments of field operation programs as directed by the Division Manager and national/regional directives. Administer the division's facility evaluation program and assist ATH/ATM in conducting evaluations and assessments of field facilities.

m. Administer and provide support for contract services and assists in fly-ins, air shows, aerial demonstrations and temporary towers.

n. Serve as division liaison between general/regional council and the field facilities on legal issues.

3. FUNCTIONAL TASK. Facility Operations Branch, ASO-540.

a. Advertising ATCS Vacancies.

(1) All vacant ATCS positions at Level IV and V terminals that are advertised through MPP should be advertised at the FPL grade only. The advertising of these positions at multiple grades (i.e., GS-13/14) is having a negative impact on Level IV facilities. In facilities considered "hard to staff," an exception can be granted by ASO-540 based upon insufficient qualified candidates from previous vacancy announcements.

(2) Reference: Policy.

b. Freedom of Information Act (FOIA).

(1) The Operations Branch (ASO-540.1) is the ATD focal point for FOIA requests. All FOIA request shall be forwarded to ASO-540.1 for

processing. These requests cover a wide range of subjects including, but not limited to:

- (a) Aircraft Accidents/Incidents
- (b) Facility Evaluations
- (c) Operational Errors/Deviations
- (d) Pilot Deviations

(2) Each FOIA request must be considered individually. The release/non-release of information for ATD purposes must be determined by the specific circumstances surrounding the request. Consider the following and/or take the following steps when processing FOIA requests:

- (a) Facts related to FOIA.
- (b) The guidance on FOIA requests contained in FAA Order 7210.3.
- (c) Utilize SO Form 1200-4 to accomplish reporting requirements for all FOIA requests. ASO-65D, Management Systems Division, is the recorder for these requests.
- (d) Records of telephone conversation, FAA Form 1360-33, or the electronic equivalent should be prepared on all coordination and included in the FOIA package for ASO-540.1 files.
- (e) Requests for data that do NOT specifically ask for information via FOIA procedures, shall be processed as FOIA requests.
- (f) The Regional Administrator, ASO-1, is the only person authorized to sign a letter of denial or partial denial. All letters of denial or partial denial shall be coordinated with the Regional Counsel, ASO-7.
- (g) FAA Order 7210.3 outlines charges for providing FOIA information. There are certain situations where fees are not charged.

(3) Reference: FAA Orders 7210.3, 1280.1, 1200.23.

c. Leave Transfer Program.

(1) This program is authorized by Public Law 100-566, the "Federal Employees Leave Sharing Act of 1988," and unless extended, will terminate on October 31, 1993. Southern Region Order 3600.15, establishes procedures for administering this program. The new program became effective on January 24, 1991. This program only applies to the transfer of ANNUAL leave, NOT sick

leave. All questions on these issues should be coordinated through the Compensation Branch, ASO-15.

(2) Reference: Order SO 3600.15.

d. Leave Without Pay (LWOP).

(1) LWOP is a temporary non-pay status and absence from duty (which requires supervisor's approval), or is a temporary non-pay status and absence from duty as a result of administrative discretion of authorized agency officials. LWOP does not apply to suspension, furlough, or non-pay status on days for which an employee would be compensated on an overtime basis. FAA Order 3600.4, Absence Without Leave, and the negotiated labor agreements cover the types of absences for which pay is denied, including leave without pay. For further information, contact ASO-15 and ASO-16.

(2) Southern Region policy states, no more than 30 days of LWOP can be approved at the facility level.

(3) Reference: FAA Order 3600.4, FAA NATCA and NAATS Agreements.

e. Reduced or Increased Operating Hours for Airport Traffic Control Towers/Approach Control Facilities.

(1) The Air Traffic Division Manager is authorized to increase operating hours or make minor reductions (less than four hours) within budgetary and staffing limitations. An increase in hours which cannot be accomplished within budgetary and staffing limitations will require approval of the Associate Administrator for Air Traffic. All changes in operating hours are coordinated with ASO-540.

(2) Reference: FAA Order 7232.5.

f. Daily Operations TELCON.

(1) This TELCON is held Monday through Friday at 11:00 a.m. in the ATD conference room. ASO-530 is the focal point for developing items for this TELCON. This TELCON is for the express purpose of communicating operational issues/matters at the division manager level.

(2) The Operations Branch does NOT have a direct responsibility in this TELCON; however, the branch does have the responsibility to ensure that pertinent information is passed to ASO-530 before 10:30 a.m. each day. This material can be provided in either a hand written or record of conversation format.

(3) The following is a list of items to be reported on this TELCON:

(a) Staffing - Significant staffing levels/issues affecting operational capacity.

(b) Equipment - Significant outages that will impact expected level of service. These reports should include any contingency plans created to deal with the circumstance.

(c) Airports - Runway closures, loss of taxiway(s) or high speed exits that will adversely affect the airport capacity. For the purpose of this TELCON, only provide information for those airports that have an immediate effect on the NAS.

(d) Delays - Any abnormal occurrences or expected events which will increase/decrease delays.

(e) Military Operations - Missions/ALTRVs. Information included on this subject should include whether the Air Traffic System Command Center/Traffic Management is needed to assist with reroutes because of increased controller workload.

(f) Procedural Issues - New LOAs with significant impact, facility airspace transfers/adjustments, sectorization, automation changes, new traffic flows.

(g) Significant Air Traffic Issues.

(h) Strategic/Tactical Issues - Government demands that will affect FAA.

(i) "Heads-up" Items, Newsworthy Issues.

(4) Reference: Policy.

g. Rehiring of ATCS Resignee.

(1) There is a long-standing agreement between Air Traffic Division Managers that one region will not rehire an employee that resigned from another region until that person has discontinued service for at least one year. It is possible to coordinate with the previous region to waive this agreement. If the losing region agrees to waive its rights, the employee may be rehired.

(2) Reference: Policy.

h. Reinstatement Requests.

(1) To be considered for reinstatement, an applicant must submit a current SF-171 and a cover memo to the FAA stating their desires. These

applications are normally received by the Employment Branch, ASO-14, and processed through the appropriate branch/facility.

(2) When a reinstatement request is received in the branch, it should be routed through the specialist assigned to that facility and then to ASO-544.4. ASO-544.4 shall coordinate with the appropriate section manager and brief ASO-540 prior to action being initiated.

(3) ASO-14 will rule on highest grade/level of facility that an applicant qualifies for.

(4) The determination to reinstate at a given location shall not be made without the Air Traffic Manager's concurrence.

(5) Reference: Order SO 3330.10C, Policy, Qualification Standards, X-118.

i. National Guard and Reserve Activity.

(1) Per FAA Order 3300.4, all GS-2152, GS-2154 and GS-334 computer operators assigned to ARTCCs and AFSSs are defined as "Key Employees." Waivers and exceptions to key employee status for those individuals who wish to participate in national guard and reserve activities must be recommended by the facility manager and are discussed in Order 3300.4. Waivers are prepared for ASO-10's signature and must be routed to and concurred with by ASO-500. Personnel who are granted exceptions are issued FAA Form 3300-27, Certificate of Availability.

(2) In all cases, the employee who is a reservist is required to furnish military orders to active duty, regardless of the number of days, and upon completion of duty, furnish a certification of attendance.

(3) References: FAA Orders 3300.4 and 3600.4, FPM Supplement 990-2.

j. Restoration of Forfeited Annual Leave.

(1) Annual leave forfeited because of exigencies of the public business, sickness, or administrative error may be restored under the circumstances contained in FAA Order 3600.4.

(2) To have the employee's leave restored, he/she must wait until the beginning of the new leave year; fill out SO Form 3600-3 in accordance with guidance in 3600.4, and send to ASO-500 through ASO-540. After ATD approval the form is sent to ASO-10, ATTN: ASO-15.

(3) Reference: FAA Order 3600.4.

k. Inter-Region Controller Release Dates.

(1) The notification process shall be as follows: The gaining facility notifies their Operations Branch of the personnel selection. Coordination is accomplished between Operations Branches in both regions. The region from which the individual is being transferred will contact the losing facility.

NOTE: When an ATCS is selected from an MPP bid or through the IPP process, the selectee SHALL NOT be contacted directly by facility management, nor shall staff or supervisory personnel contact an out of region facility directly.

(2) Coordination with other regions for the availability/release of personnel to the Southern Region is to be done by the facility's operations specialist. This coordination for release/availability is to be accomplished to ensure the losing region is not placed in a critical staffing situation at the losing facility.

(3) In those instances of a mutual IPP it is considered customary to use the same release date in order to prevent fluctuations in the controller work force (CWF) numbers of each region.

(4) Reference: Policy.

1. Selection Lists - Selections Made by Field Managers.

(1) Selection packages are received and audited by ASO-14 and are then forwarded to the appropriate ASO-540 specialist. Selections for managers within a Hub are made in accordance with Order SO 1100.43. The following is the process that is followed and/or the elections made by field managers:

(a) ASO-14 sends the list to ASO-520 after audit and corrections, if any.

NOTE: The ASO-540 specialist who receives the selection list will ensure that it has been audited by ASO-14.

(b) ASO-520 records the selection(s) in the staffing run and forwards the package to the operations specialist assigned that facility.

(c) The operations specialist should review the best qualified list. ASO-9 will identify minority/female candidates on all selection lists.

(d) The specialist should review the selection(s) made by the selecting official to ensure their appropriateness. Also review the selection justification letter to ensure an outreach effort was made and addressed in the letter for all selections. Prepare the package with an extra copy of the list and justification letter for ASO-9 marked in red.

NOTE: If the specialist has questions concerning the selection, he/she should discuss them with the selecting official. The specialist should be prepared to convey/explain those concerns to branch supervisory personnel if necessary.

(e) Forward the selection list to ASO-542/544 for review and/or sign-off, and if the position is supervisory, to ASO-540 for approval.

(f) If a female or minority candidate is selected for a staff or supervisory position, the bid package shall be routed to ASO-540B for goals and objectives tracking.

(g) After branch sign-off is completed, the list will be routed to ASO-520 who will forward the selection package to ASO-9, for sign-off.

(h) ASO-9 will be provided a copy of the selection list when the package is sent to the ATD. He/she will provide feedback to branch personnel on the qualifications of female and/or minority candidates.

(i) After ASO-9 sign-off, the list will be returned to ASO-520 for PCS and accession review.

(j) If the selection can be processed immediately, ASO-520 will verify the effective date(s) identified on the list and see if they are reasonable. Selecting officials should coordinate dates from within the region with the losing manager. Procedures for coordination on effective dates from other regions are covered in a previous paragraph of this section.

(k) The selection list is then forwarded to ASO-14 so that the selection letter can be forwarded to the employee. ASO-14 shall determine when the selection can be announced and advise the employee through the losing facility manager.

(2) Reference: Policy, Order SO 1100.43A.

m. Selection Lists - Selections Made by ATD Manager.

(1) Selection lists for ATM and AATM positions will be forwarded to ASO-540 from ASO-14 after rating and ranking is completed. Selections for managers within a Hub are made in accordance with Order SO 1100.43.

(2) ASO-9 will be provided a copy of the selection list when the package is sent to the ATD. They will provide feedback to branch personnel on the qualifications of female and/or minority candidates.

(3) The ASO-540 specialist will review the eligible candidates, prepare a spreadsheet (3 copies) listing the qualifications of the respective candidates, and forward the package together with any recommendations on the candidates to ASO-542/544 who will discuss the list with ASO-540 and ASO-500.

(4) After the ASO-540 and ASO-501/500 review, a selection is made and the package is returned to the specialist who will write the selection justification letter. This letter will list those qualities which made the individual the "best qualified" candidate for the job. The letter will also indicate those outreach efforts accomplished during the vacancy announcement stage.

(5) ASO-540 specialists will complete the selection list and make copies of the list and justification letter for ASO-9 marked in red. The package (list, bid packages and letter) will be reviewed and signed by ASO-542/544, ASO-540, ASO-501 and ASO-500.

(6) If a female or minority candidate is selected, the bid package shall be routed to ASO-540B for goals and objectives tracking.

(7) After division sign-off, the package is "hand-carried" to ASO-9 for Civil Rights review and sign-off.

(8) After ASO-9 sign-off, the list is forwarded to ASO-520 for PCS approval and staffing records update.

(9) After ASO-520 completes the work, the package is routed to ASO-14 for processing. Since these jobs are highly visible, and therefore, of high interest to a wide range of people, the specialist should obtain permission from ASO-14 to announce the selection. Advise him/her that ASO-500 and ASO-9 sign-off is complete. Once approval is obtained, notify ASO-540 and ASO-500 that the selection can be announced.

(10) After ASO-14's approval to announce is obtained and concurrent with ASO-500's call to the selectee, the ASO-542/544 specialist will call or write the non-selected candidate(s) and advise them of the action taken.

(11) It is recommended that, when possible, these packages be hand-carried to the various divisions to expedite handling and for better tracking of progress.

(12) Reference: Policy.

n. Assignment to Administrative Duties - Temporary Medical Disqualification.

(1) Non-bargaining unit employees who are unable to carry out operational duties due to temporary medical disqualification may be assigned to administrative duties in place of sick leave, annual leave, or leave without pay contingent on:

(a) The temporary assignment must be for a short period, not to exceed 12 months.

(b) A written prognosis from a physician is provided by the employee to the facility manager, with specific information on the nature of the illness, treatment, and expected timeframe for recovery.

(c) The employee must be assigned meaningful, productive duties.

(2) Policy. During the assignment to administrative duties a determination will be made on the future availability of the employee for operational duties. It is the employee's responsibility to be cooperative, productive, and provide the needed medical information to establish the duration of the temporary disqualification. If the employee files for disability retirement and has no accumulated leave, management will make every reasonable effort to continue the administrative assignment until a determination is made by OPM. This will help the employee avoid a short term financial hardship.

(3) Terminal and En Route bargaining unit employees are covered under the NATCA/FAA Agreement.

(4) FSS bargaining unit employees are covered under NAATS/FAA Agreement.

(5) Reference: FAA Order 3930.3, FAA NATCA and NAATS Agreement.

o. Extension of Temporary Quarters.

(1) ASO-540B reviews and prepares all "Extension of Temporary Quarters Requests" for ASO-540's signature. It is regional policy that extensions will be granted when they are required due to circumstances beyond the employee's control. Normally, construction of permanent housing does not qualify for an extension under any circumstances, unless adequate resale housing is not available. Conversely, lack of adequate notice period (generally 30 days) or the availability and use of a house-hunting trip may justify an extension of temporary quarters.

(2) Procedures. ASO-540B will:

(a) Review the request and check for approval signature by facility manager.

(b) Review DOT Travel Handbook, 1500.6A, and verify applicability of request. Request additional information if necessary.

(c) Prepare the "Extension of Temporary Quarters" form with recommendation for approval or disapproval.

(d) Forward the form to ASO-500 for approval when signed by ASO-540.

(3) Reference: DOT Order 1500.6, Policy.

p. Placement - ATCS Facility Training Failures.

(1) ATCS training failures shall be processed in accordance with FAA Order 3330.30 and the regional policy stated below.

(2) Only training failures that have completed Phase X in the en route option or Phase IX in the terminal option shall be considered for placement in accordance with FAA Order 3330.30 if:

(a) An appropriate vacancy exists.

(b) A recommendation for retention is received.

(c) The gaining manager is receptive to the placement.

(3) Exceptions:

(a) Developmental controllers on overseas assignments are exempt from the provisions of this policy as they are covered under FAA Order 3330.6 (3R).

(b) If a failure occurs in a radar only facility (RAPCON, RATCF, etc.) where no non-radar positions exist, the developmental must have successfully completed training on a minimum of one radar position in order to be eligible for reassignment to a VFR ATCT or FSS. The reassignment is subject to the same provisions listed above.

(4) Reference: FAA Orders 3330.30 and 3330.6, Policy.

q. Requests for Travel Funds (2112) (2111).

(1) Due to budgetary constraints, all branch travel funds (2112) are managed by ASO-540. The following procedure defines the steps each operations specialist must follow when making travel requests.

NOTE: This SOP applies only to field travel under cost code 2112. Other travel such as PCS, CMD, the academy, etc., is exempted.

(a) The operations specialist shall prepare a memorandum for each request. The memorandum shall contain the estimated cost, reason for travel, travel dates, and indicate the amount of the travel advance, if needed.

(b) The memorandum should be routed to ASO-540 through the ASO-542/544 Section Manager.

(c) After ASO-540 approval/disapproval, the request is returned to the specialist. The specialist shall route the request to the appropriate section secretary for processing of airline tickets and travel advance if the travel has been approved.

(d) ASO-540B/542B/544B, as appropriate, is responsible for the cuff records.

(2) Reference: Policy.

r. Trip Report.

(1) All personnel shall prepare a trip report on all trips. The report should contain the following information:

(a) Date.

(b) General Information.

(c) Summary of Trip. The summary should be a short, objective summary of positives, problems, and conclusions.

(d) Recommended action (cite responsible party/suggested date).

(e) Action plan if multiple follow-up actions are necessary.

(2) The trip report should be routed through the section supervisor and the branch manager.

(3) Reference: Policy.

s. Performance Management & Recognition System (PMRS) (GM-13 and above).

(1) FAA Order 3500.6 covers the PMRS Appraisal System. The PMRS Order covers all Supervisory personnel GM-13 and above. The Order provides policy and procedures for the establishment of performance plans; monitoring, appraisal, recognition and improvement of an individual's performance.

(2) Procedures for preparation of PMRS appraisals for ATMs. ASO-540 specialists have the following PMRS responsibilities:

(a) Ensure ATMs receive Performance Standards at the beginning of the appraisal period.

(b) Ensure completion of Section A of DOT Form 3430.8 (Appraisal Form) not later than 30 days from the beginning of the appraisal period.

(c) Not earlier than 60 days prior to the end of the appraisal period (July 31st), ASO-501 will distribute a memorandum to all GM-15 managers who report to him/her soliciting input from them in preparation for their annual PMRS rating.

(d) The above GM-15 managers will forward information for their ratings through their ASO-540 specialists who will compile, finalize, and type the data on a DOT Form 3430.8.

(3) The completed appraisal is to be routed as follows:

(a) ASO-542/544 (as appropriate), ASO-540, ASO-501, and ASO-500. When the ratings have been signed by ASO-501/500, they are routed through ASO-542B and back to the appropriate specialist.

(b) Once all signatures are obtained on the appraisal, the document is hand-carried by ASO-542B to the HRM Division, ASO-14C.

(4) PMRS Rating Period: August 1 - July 31.

(5) Rating officials may begin completing PMRS appraisals on or after June 2 of each year (60 days before the end of the rating period). All PMRS ratings, except for those employees with extended rating periods, must be sent to ASO-14C by the date indicated in the yearly PMRS Notice.

(6) References: FAA Orders 3500.6, 3400.15, and 3400.19.

t. Performance Management System (PMS).

(1) FAA Order 3500.7, covers the PMS Appraisal System which includes all GS and WG employees. PMS is a Government-wide system that provides for periodic appraisal of job performance and seeks to recognize and reward exemplary performance. The order provides policy, and procedures for the establishment of performance plans; monitoring, appraisal, recognition and improvement of an individual's performance.

(2) Performance Standards for Air Traffic Employees. When FAA Order 3500.7, FAA PMS, was issued on 5/24/88, it cancelled FAA Order 3400.15A, which was the Air Traffic Division's Performance Standards for Air Traffic employees. However, headquarters advised all regions via memorandum to continue using the Performance Standards in Order 3400.15A until a new ATD order could be issued and distributed. FAA Order 3400.19 contains National HRM Performance Standards for all FAA supervisors. FAA Action Notice A3400.8, dated May 5, 1987, contains HRM Standards and Percentage of importance of

standards for AT. Although the Action Notice carried a cancellation date of May 1, 1988, the contents of the Notice are to be used until further notice.

(3) Procedures. ASO-540 specialists have the following PMS responsibilities:

(a) Review Outstanding, Partially Successful and Unacceptable PMS ratings to ensure proper documentation and procedures are followed.

(b) Report discrepancies to the section manager.

(c) Indicate having reviewed the rating by signing the reviewing official block.

(d) Forward the appraisal package to ASO-542B.

(4) ASO-542B will then hand-carry the appraisal to the HRM Division, ASO-14C.

(5) References: FAA Orders 3500.7, 3400.19, 3400.15, and Action Notice A3400.8.

u. Report of Investigation (ROI).

(1) It is the responsibility of the HRM Division, ASO-10, to make suitability determinations on applicants for employment. Periodically, the Operations Branch receives ROIs on applicants for employment from ASO-700 when suitability for employment may be in question.

(2) The appropriate section manager should review the ROI, sign the "Control Document" that accompanies the ROI, and determine whether ATD wants to make an unsatisfactory determination on the employee.

(3) During the review, consider the following in the record:

(a) Drug use - how long ago or recent was usage evident?

(b) Traffic violations.

(c) DUI/DWI arrests.

(d) Military record (insubordination, drug or alcohol use, discharge when less than honorable, etc.).

(4) If the applicant is deemed to be satisfactory, a letter is prepared recommending employment and return document to ASO-700 in a "TO BE OPENED BY ADDRESSEE" envelope.

(5) If the applicant is deemed unsatisfactory for employment as ATCS/ATA, etc., prepare memo for signature of ASO-500 to ASO-700.

(6) ASO-542 is the reviewing official for all applicant ROIs, and ASO-542/544 shall review the ROIs for those facilities in their section.

(7) All ROIs are forwarded to ASO-540 for review and signature.

(8) Reference: Policy.

v. Checklist for Contract Towers.

(1) The operations specialist should ensure the following items are accomplished when the decision to open a contract tower is made.

(a) Create a tracking chart with milestone dates showing accomplishment of the items assigned to each branch.

(b) Assist in resolving difficulties that will delay timely completion of milestones on prescribed dates.

(c) Provide ASO-500/NATCA/NAATS with a monthly progress report through ASO-540.

(2) Reference: Policy.

w. Standard Operating Procedures - San Juan Local Hires.

(1) In order to staff San Juan CERAP the Air Traffic Division has instituted a policy of recruiting local hires. The local hires will be selected from a local OPM certificate. The OPM certificate may contain personnel with local island addresses or mainland addresses. Additionally, the OPM certificate may contain personnel already employed by the FAA in non-control jobs (ATA position).

(2) Local hires are not on contracts, but local hires with mainland addresses are entitled to the following benefits:

(a) Home leave as stated in FAA Order 3600.4.

(b) 45-day annual leave accrual in accordance with FAA Order 3600.4.

(3) Additionally, personnel already employed by the FAA are subject to the following guidelines:

(a) All moves will be made at the expense of the employee and in accordance with FAA Order 3330.6.

(b) The Air Traffic Division will determine if travel orders are to be issued. Under most circumstances they will be issued.

(c) If an employee resigns from the FAA to accept another FAA position, a minimum of three days break in service is required. HRM Division will not process an action unless it meets this requirement. A one year break in service is required if the employee was employed by a different region.

(4) Reference: FAA Orders 3330.6 and 3600.4, Policy.

x. Mandatory Separation for Air Traffic Control Specialists. All Air Traffic Controllers are covered by the mandatory separation provisions of Public Law 92-297, dated May 16, 1972, and Public Law 99-335, dated June 6, 1986. Relevant aspects of those acts are as follows:

(1) The mandatory separation provisions of Public Law 92-297 defined the position of "Air Traffic Controller" and established a retirement age applicable to any controller who is occupying a "covered" position and is not grandfathered. A "covered" position was defined as any position which involves the separation and control of air traffic; or provides pre-flight, in-flight or airport advisory service to aircraft operators; or is the immediate supervisor of any employee who performs the duties described above.

(2) Public Law 99-335 amended the definition of Air Traffic Controller to include employees in the FSS Option effective January 1, 1987. The intent was to provide early retirement eligibility for FSS employees. While the new legislation did accomplish that objective, it also subjected FSS employees to other provisions of PL 92-297 and FAA Order 3410.11, namely the mandatory separation age.

(3) In order to be grandfathered, a controller in the tower or en route option must have been appointed to a "covered" position prior to the enactment of PL 92-297 on May 16, 1972. Controllers in the FSS option are grandfathered if they were appointed to a "covered" position in the FSS option prior to January 1, 1987.

(4) If the controller was occupying a "covered" position and was not grandfathered as outlined above, the following mandatory separation provisions are applicable.

(a) Employees who are subject to the mandatory separation for age provision of PL 92-297 or PL 99-335 will be notified, in writing, at least 60 days in advance of the date they are to be removed from their "covered" position.

(b) Civil Service Retirement System (CSRS) Employees. Public Law 92-297 requires that "an Air Traffic Controller (in a covered position) shall be separated from the service on the last day of the month in which he/she becomes 56 years of age."

(c) Federal Employees Retirement System (FERS) Employees. Public Law 99-335 requires that "an ATCS (in a covered position) who is otherwise eligible for immediate retirement shall be separated from the service on the last day of the month in which that ATCS becomes 56 years of age or completes 20 years of service if then over that age."

(5) Reference: FAA Order 3410.11, Public Law 99-335 and PL 92-297.

y. Competitive/Non-Competitive Register.

(1) The Competitive Register (Certificate) is generated by ASO-14. ASO-540 reviews only special cases (previous academy and training failures, and resignees not eligible for reinstatement). ASO-14 provides a selection list with SF-171, training, and employment history attached.

(2) Facility training failures who have been separated from the agency are usually not considered for subsequent reselection under the competitive register procedures.

(3) Resignations are treated on an individual basis and normal selection methods are used.

(4) Determination for recycling academy failures is based on four major factors:

(a) Generally, one year must elapse after failure.

(b) A minimum failing score of 60 percent is required.

(c) A strong recommendation from the facility manager if still employed by the FAA. If employed by another government agency or outside organization, a favorable work record is required.

(d) The employee must have achieved an increased understanding of the ATC system through some type of enhancing experience. Normally, this experience can be obtained by working within the air traffic control system, obtaining a private pilot license, or acquiring additional flying experience beyond the private certificate. This determination can be subjective and is usually made by the ASO-540 specialist familiar with the register.

NOTE: Enhancing experience must be obtained after failing the academy. The use of flying experience is one such method. However, for those individuals who already possess a strong flying background, additional credentials may consist of other creditable experience, i.e., study courses, work, etc. The objective in reviewing enhancing experience is to be consistent in verifying that the individual has achieved an increased understanding of the ATC system.

The process of recycling academy failures is limited to one additional attempt per employee, regardless of option(s).

(5) The Non-Competitive Register is an MPP bid open to any government employee who has a grade of 75 percent or higher on the civil service examination.

NOTE: Government employees considered under the non-competitive register who have never attended the academy must be recommended by their supervisor or facility manager. ATAs, regardless of whether they have previously failed academy training, must have the recommendation of their facility manager. A facility manager who recommends an ATA to attend the academy is stating by that recommendation that, should the employee fail, he/she is willing to take that person back as an ATA. If the ATA is successful on the second try, and from an en route facility he/she will normally be assigned back to the same facility. Successful terminal student assignments may vary. ATAs who failed once must have had a grade of at least 60 percent and have been out of the academy for a year.

(7) Reference: Policy.

z. Disability Retirement Applications.

(1) As a part of the disability retirement package an SF-2824D, Agency Certification of Reassignment and Accommodation Efforts, is required to be completed.

(2) In an effort to assist ASO-14 in accurately responding to the questions on this form, ASO-500 has agreed to provide ASO-14 with a statement regarding reassignment and/or accommodation efforts on all disability retirement applications.

(3) Questions on this matter should be routed through ASO-14C.

(4) Reference: FAA Order 3800.5.

aa. Hiring Procedures (GS-2152).

(1) Inquiries from perspective applicants are handled in the following sequence:

(a) Advise the individual that the Office of Personnel Management (OPM) periodically issues an announcement advertising for candidates to take the Air Traffic Control Specialist examination. Additionally, testing may be done at the request of a person who is within 120 days of discharge from the military.

(b) Advise the perspective applicant that he/she must complete OPM Form 5000-B and send it to the appropriate OPM address for the

geographical area. It is helpful to provide a pre-printed OPM address or circle the appropriate address on the back of the announcement.

(c) Refer to ASO-12/14 to determine if age and citizenship requirements are met.

(2) Explain the screening process step by step as follows:

(a) OPM will schedule the ATC test when sufficient applications have been received in that area.

(b) The applicant will receive notification from OPM with the location, date, and time for testing. An SF-171 and sample test questions will be included in the package with complete instructions.

(c) The applicant should understand that this is an aptitude test and that no preparation or study is necessary. CAMI has statistical data, collected over many years, which indicates that valuable information may be derived from the results of the first test taken, provided there was no special coaching provided.

NOTE: Explain that approximately 65 percent of applicants who score 90 percent or above on the ATC test are successful in completing the generic screen at the Academy. Applicants who score under 90 percent have a very poor success rate and those who score under 85 percent and graduate are rare.

(d) OPM adds new applicants to the register according to their numerical ATC test scores. A new list is periodically requested by our regional Personnel office to ensure that a current list of the best qualified applicants is maintained.

(e) Regional Personnel specialists contact applicants to verify availability and assign interviewers. When contacted by the applicant, the interviewer schedules the interview, medical exam, psychological test/(16PF), and obtains fingerprints for security check. Each of these are screening devices.

(f) Regional Personnel specialists inform applicants when class dates have been scheduled for academy training.

(g) The last screen is qualification training at the assigned field facility. Up to 20 percent are lost in this process depending on facility option and complexity.

(3) Reference: Policy.

bb. Recording the Use of Official Time by Labor Organization and Other Employee Representatives for Representational Functions.

(1) The following describes the requirement, as established by the Office of Personnel Management (OPM) in FPM Letter 711-161, to record official time granted to an employee to perform representational functions when the employee would otherwise be in a duty status. The objectives of this reporting system are to:

(a) Enable OPM to calculate the cost of official time used by employees engaged in various representational functions.

(b) Allow the Federal Aviation Administration (FAA) to assess the impact on agency operations of official time, travel and per diem costs paid by the agency, and to determine any changes that should be sought in negotiated agreements and/or agency practices.

(2) Definitions. As defined by FPM Letter 711-161.

(a) Representational functions means those authorized activities undertaken by employees on behalf of other employees pursuant to a right to representation under statute, regulation, executive order, or the terms of a collective bargaining agreement. It includes activities undertaken by special individual collective designation (such as the designation of a representative in a grievance action or an EEO complaint) as well as those activities authorized by a general, collective designation of a labor organization recognized as exclusive representative under Chapter 71 of Title 5 of the U.S.C. Activities such as the fact-finding duties of an EEO Counselor or Grievance Examiner are not representational functions and should not be included in this reporting system.

(b) Official time means all time granted an employee by the agency to perform representational functions, as defined above, when the employee would otherwise be in duty status.

(3) Forms and Reports. The FAA Form 3710-12, Employee Representational Function Report (RIS: LR-3710-4) will be stocked by the FAA Depot. The stock number is SN: 0052-00-883-1001. Headquarters may obtain forms from the Department of Transportation Warehouse, M-443.1.

(4) Reporting Procedures. The reporting form shall be maintained by the supervisor of the employee authorized official time for representational functions. Every appropriate supervisor will advise the Region/Center Labor Relations Branches, ASO-16, every six-month period (reporting twice yearly for the periods October through March and April through September) on the amount of official time used by employee representatives during their representational activities. The Region/Center Labor Relations Branches will forward a summary of this information to the Policies and Standards Division, ALR-200, to arrive not later than the tenth

calendar day of the month following the end of the reporting period (i.e., October through March reporting period is due April 10; April through September reporting period is due October 10).

(5) Reference: FPM-711-161.

cc. Operational Errors/Deviations.

(1) The operational error/deviation (OE/OD) is copied over the phone by the facility specialist or the duty specialist on Preliminary OE/OD Investigation Form 7210-2.

(2) The duty specialist shall give the preliminary OE/OD form to ASO-542B by 8:00 a.m. on the next administrative workday. A copy of the preliminary report will be given to the appropriate facility specialist by the duty specialist. If the facility specialist is on travel or unavailable, the duty specialist shall complete the required actions.

(3) At 1:00 p.m. the following day, the involved facility(s) and appropriate facility specialist(s) should complete the requirements outlined in FAA Order 7210.3, SO SUP, Series of Events. Provide ASO-542B with corrections/additions to the Preliminary Report. ASO-542B will forward the corrections to ATH-200.

(4) The facility must forward 4 copies of the final report within 30 days of incident. The facility specialist shall track this requirement by establishing a "tickler" memorandum to him/herself 25 days after the date of an OE/OD. This shall serve as a reminder that the final OE/OD report is due. ASO-542B will also provide each specialist with a current status sheet on the last day of each month.

(5) When the final OE/OD package is received in the branch, ASO-540C will log the receipt date on the folder and give the package to the appropriate specialist.

(6) The final report is reviewed by the appropriate specialist and Part III is completed. After Part III is formulated, the package is routed to ASO-540C, who prints the form letter. The package is then routed to ASO-542B who reviews the entire package for required completeness, and to appropriate specialist, section manager, branch manager, assistant division manager, division manager, ASO-540C for distribution and then to ASO-542B for closure. This must be completed within 10 days of receipt.

(7) ASO-542B collects the statistics (facility, date, time, altitude, air/surface, time on position, time as a controller, etc.) from the preliminary report to prepare statistical reports and analysis. This data is gathered and calculated for entry into a computer tracking program.

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(8) When facility extensions are necessary they shall be referred to the facility specialist who determines if the extension is warranted. The specialist shall advise ASO-542B in writing so coordination with ATH-200 can be accomplished and the database updated.

(9) References: FAA Order 7210.3, Policy.

dd. Reclassification of Operational Errors/Deviations.

(1) After preliminary notification procedures are completed, a review of the data may indicate a reclassification of the incident to one of the following:

- (a) Pilot Deviation
- (b) Military Facility Deviation
- (c) No Occurrence

(2) If a reclassification is determined to be appropriate, the Air Traffic Manager shall coordinate with the appropriate ASO-540 specialist. After coordination with ASO-542 and/or ASO-544, and ASO-540, the incident may be reclassified as follows:

(a) Within 2 administrative workdays following the incident, the ATD shall notify ATH-200, by telephone, that the incident has been reclassified to a pilot deviation, military facility deviation, or no occurrence. The Air Traffic Manager shall provide the justification, supporting documentation, and an FAA Form 7210-5, Operational Error/Deviation Reclassification Report, prepared for ASO-500's signature. When signed, the operations specialist will forward the justification and FAA Form 7210-5 to ASO-542B for distribution.

(b) More than 2 administrative workdays following the incident, the Air Traffic Manager shall complete FAA Form 7210-5 to request the reclassification. Forward FAA Form 7210-5, along with the rationale, to ASO-540 for review. ATD shall approve or disapprove the request. If the ATD approves the request, forward to ASO-542B for distribution. All these actions must be accomplished within five administrative workdays and forwarded to ATH-200.

(3) The facility manager will be advised of the final determination so appropriate action can be taken.

(4) Reference: FAA Order 7210.3 and appropriate Southern Region Supplements.

ee. Evaluations.

(1) Full/Followup Evaluations

(a) Operations specialists will normally participate during all full facility evaluations at Level IV and V Towers, ARTCCs, AFSSs, and critical concern facilities. Participation in followup evaluations will be recommended by the specialist and conducted if approved by the section manager.

(b) When copies of ATH evaluations are received in ASO-540, ASO-542B will enter the report date in the database and distribute it to the appropriate specialist with a status sheet containing suspense dates. The initial facility/Hub response is due from the facility within 45 days of the date that the evaluation was signed. The region's review must be completed and delivered to the appropriate ATH office within an additional 15 days in order to meet the 60 day requirement contained in Order 7010.1. Subsequent updates are required every 90 days, until all items in the evaluation are closed.

(c) The specialist prepares the appropriate form letter to the Air Traffic Manager for signature by ASO-500 and routes the letter through the Hub, if required. The time lines indicated above will be indicated on the form letters, and will be tracked by the appropriate specialists and ASO-542B. If the facility is unable to meet deadlines, request for extensions shall be forwarded to ASO-542 by the appropriate specialist and then coordinated with ATH-150 by ASO-542B. ASO-542B is responsible for updating the database and providing each specialist a weekly status report of facilities. Managers are encouraged to respond in a timely manner and extensions are only approved in rare cases.

(d) When the facility's response is received, the specialist reviews the response to ensure compliance with FAA Order 7010.1. The specialist forwards the response to the ATH branch with concurrence/nonconcurrence of facility's actions and a response to the facility. If we non-concur with the facility we must provide ATH the region's action plan to ensure closure. When ATH advises the ATD of the status of the problems, the facility is then advised if the problems are closed. This action is continued until all items are closed or the followup evaluation has occurred.

(e) When closure on all items is recommended, the specialist then forwards the appropriate form letter to ATH for concurrence. When concurrence is received, the Air Traffic Manager is notified.

(f) In accordance with Order 7010.1, regional problems shall be forwarded in memorandums from ASO-540 to the appropriate branch for action. The operations specialist shall be responsible for tracking and updating ATH on regional problems until closure is accomplished.

(2) Special evaluations are conducted on a periodic basis as required or deemed necessary by FAA Orders 7210.3 and 7010.1.

(3) Reference: FAA Orders 7010.1 and 7210.3.

ff. Accident Packages.

(1) ASO-540.1 is the Air Traffic Division focal point for accident packages.

(2) Field facilities should be referred to the ASO Accident Package Guide for additional guidance when preparing an accident package.

(3) All packages are reviewed by ASO-540.1 and ASO-7 before being transmitted to ATH-210. Review by ASO-7 is not required if the personnel statements have already been approved by an FAA attorney.

(4) Reference: FAA 8020.11A, ASO Accident Package Guide.

gg. Accident/Incident Investigations.

(1) When notified of an accident, the specialist shall:

(a) Make contact with the involved facility(s) to determine ATC involvement.

(b) Brief the Section Supervisor, Branch Manager, and Division Manager on all accidents where air traffic may have been involved or there is special significance attached to the accident. This is accomplished so that a drug test determination can be made.

(c) Ensure that the NATCA Safety Representative is notified after briefing those listed in "b" above. The NATCA representative can be contacted through the Regional Operations (Communications) Center (ROC).

(d) Ensure that ATH-200 is apprised of all significant accidents and those with air traffic involvement.

(e) Determine who the FAA IIC and NTSB representatives are and relay this information to the facility manager(s).

(2) On-site Accident/Critical Event Investigations. The ASO-540 specialist will:

(a) Serve as the Air Traffic Division Air Traffic Accident Representative. Assume other duties as required.

(b) Proceed to the facility immediately and perform all the duties identified in the on-site checklist. The specialist should, as a

minimum, secure a LAP-TOP computer with on-site checklist, FAA Order 8020.11, FAA Order 7210.3, and FAA Order 7110.65. For remote locations a mobile telephone and FAX should be obtained.

(c) Brief the Air Traffic Division as needed or at least once daily as a minimum. The briefing to the ATD shall be accomplished at 7:30 a.m., EST. Brief the facility manager daily, normally this is accomplished after the ATD briefing is accomplished.

(d) Prepare an accident binder, containing the on-site checklist, copies of all the items required by the checklist, and all items given to the NTSB.

(e) Provide the facility manager with an out briefing upon completion of the investigation. Normally, the facility manager should be provided a copy of the on-site checklist after the investigation is completed.

(3) Reference: FAA Order 8020.11, FAA Accident/Incident Policy.

hh. UCRs.

(1) ASO-540.1 is the Air Traffic Division focal point for UCRs and all UCRs should go directly to him/her for processing.

(2) UCRs are entered into a database and tracked.

(3) UCRs are then distributed to the appropriate branch for resolution. The specialist shall review the UCR, take appropriate action, and prepare a response for ASO-500's signature. The UCR is routed thru ASO-542 or ASO-544, then through ASO-540, ASO-501, and ASO-500.

(4) After ASO-500 signs the UCR, it is returned to ASO-540.1, then forwarded to ATH-210 for closure.

(5) Reference: FAA 1800.6A.

ii. FAA Grievances.

(1) When the specialist receives an agency grievance, it is initially routed to ASO-544B for tracking.

(2) The Air Traffic Division coordinator for agency grievances is ASO-544.3. When ASO-540 learns of a possible grievance, or when a specialist receives a grievance from one of his/her facilities, the following coordination/procedures shall occur:

(a) Immediately coordinate with ASO-544.3 to discuss all circumstances leading to, and associated with, the agency grievance. To obtain further information/clarification, communication with the grievant's

facility manager, and/or other appropriate management personnel, is recommended.

(b) After obtaining sufficient background information, ASO-544.3 shall coordinate appropriate action with ASO-544, ASO-540, and ASO-16.

(c) As appropriate, ASO-544.3 shall prepare a response, for the Air Traffic Division Manager's signature, granting or denying the grievance. Should the grievance be denied, this letter will request the appointment of a grievance examiner. All actions will be coordinated with ASO-16 prior to sending decision letter.

(d) Once the Grievance Examiner's decision is rendered, ASO-544.3 shall coordinate appropriate follow-up action necessary to close the grievance. ASO-16 will provide the employee with a final decision letter. It will outline the examiner's decision and a concurrence/nonconcurrence from the ATD Manager. The facility's specialist and ASO-544.3 shall track the grievance until a resolution has been accomplished.

NOTE: It is the ATD policy to resolve all grievances at the lowest possible level.

(3) Reference: FAA Order 3770.2.

jj. Flight Assists.

(1) Letters of Commendation for Outstanding Flight Assists will be prepared by the appropriate Hub for Air Traffic Division Manager's signature.

(2) The "primary" specialist involved in an outstanding flight assist shall be identified and receive a Letter of Commendation. Other specialists involved in the assist shall be given a Letter of Appreciation by the Hub Manager.

(3) Reference: FAA 7210.3 and Policy.

kk. Pilot Deviations.

(1) When it appears that the actions of a pilot violates a Federal Aviation Regulation or a NORAD ADIZ tolerance, the facility first learning of, or primarily involved in, the incident will obtain and complete a summary of the pertinent data. FAA Order 8020-11 provides guidance for processing such violations.

(2) FAA Form 8020-17 shall be completed on all pilot deviations and the appropriate NADIN message transmitted within 12 hours.

(3) The facility processing the deviation will notify the ATD as required. Notification will be made to the ATD through the Regional Operations Center. The specialist will decide if ATH-200 must be notified and complete the notification if necessary.

(4) The deviation will be documented on the facility's FAA Form 7230-4, Daily Record of Facility Operations Log.

(5) The facility shall complete FAA Form 8020-17, Pilot Deviation Report. Normally, controller statements and certified rerecording will be requested by the FSDO. The controller statements and a certified rerecording is automatically supplied to FSDO on all controlled area intrusions.

(a) Controller statements shall be coordinated with an operations specialist prior to release to FSDO.

(b) Certified rerecording will be prepared in accordance with the instructions in FAA Order 7210.3.

(6) Facilities will distribute FAA Forms 8020-17 as outlined in FAA Order 8020-11.

(7) FAA Forms 8020-17s are forwarded to ASO-540.1. They will be entered into a data base, reported quarterly, and retained in division files for two and one-half years.

(8) Reference: FAA Order 1350.15B, 8020.11.

11. TCAS.

(1) When a facility is aware that a TCAS event has occurred, the following actions should be taken:

(a) Complete a TCAS Event Questionnaire and forward it to ATP-120 as required.

(b) Notify the Regional Operations Center (ROC) within 4 hours of the TCAS event. Facilities with FAX capability shall transmit a copy of the TCAS Event Questionnaire to the ROC. Facilities without FAX capability shall verbally relay the same information to the ROC. The RCC shall complete the requirement of notifying ATH-210 as outlined in GENOT 1/43 and shall notify ASO-540.

(c) If the TCAS event results in a Pilot Deviation, comply with the guidance contained in FAA Order 8020.11.

(2) Reference: GENOT 1/43, Policy, FAA Order 8020.11.

mm. FAA Academy Instructor/Supervisory Recommendations.

(1) Recommendations to the position of academy instructor. Employees shall have a minimum of three years FPL experience and a positive recommendation by facility management. Consideration should be given to whether or not an individual recommended for these positions would be acceptable as a supervisory candidate upon return to ASO.

(2) Recommendations to the position of academy supervisor. Employees shall have a minimum of one year staff experience, three years FPL, SIDP EFC, and positive recommendation by facility management. A detailed analysis should be conducted on the past experience and performance of these candidates. A determination should be made as to whether these candidates would be given serious consideration for second level management positions in ASO upon completion of their academy tour.

(3) Reference: FAA Order 3330.1, Appendix 6.

nn. Retirement Letters.

(1) Employee retirement papers are processed by the Human Resource Management Division (ASO-10). They order a retirement plaque for the individual and send a notice to the appropriate division for preparation of a retirement letter.

(2) The retirement letter used in the ATD is a form letter with provisions for personalized comments from the Regional Administrator, ASO-1. ASO-544A, will contact the facility to determine what personalized comments, if any, will be included in the letter to the retiring employee.

(3) After the retirement letter is prepared by ASO-544A, the ASO-540 Branch Manager will initial the grid and forward the letter to ASO-1 for signature. The letter is returned to ASO-540 and held until ASO-10 receives the retirement plaque which is also forwarded to the ASO-540. The retirement letter and plaque are then forwarded to the facility for presentation to the employee.

(4) Reference: Policy.

oo. Grievances: NATCA/NAATS.

(1) The ATD is committed to the philosophy that our employees are the most important element in the air traffic system and we place the highest priority on fair and equitable treatment of the employees. Ideally, a grievance presents an opportunity to correct a misunderstanding or to repair a strained relationship with an employee. Given that philosophy, most grievances, hopefully, will be resolved at the informal stage (step 1).

(2) Grievances (step 2 or union filed NATCA; step 1 NAATS) must originate on a completed grievance form. The language in both the NATCA and NAATS contracts state that the grievance at the above step must be on a grievance form. This does not necessarily mean FAA Form 3770-2. In some cases, NATCA uses a form of its own.

(3) Upon receipt of a completed grievance form the involved facility shall call ASO-16 for a grievance number.

(4) After receiving the grievance number, the facility shall forward one copy of the form and any background attachments to its ASO-540 specialist and one copy to ASO-16. The operations specialist shall forward a copy of the grievance file to ASO-544B for entry in the data base.

(5) Prior to the facility manager responding to a grievance in writing, a copy of the proposed response should be forwarded to ASO-540 and ASO-16. This is done to ensure conformity within the region when addressing same or similar situations. Due to the time constraints involved, this draft answer should be forwarded at least one week prior to the due date of the answer. Additionally, the manager's response should be in a separate memo and not on the grievance form.

(6) Under the NATCA agreement, grievances filed by the union under Section 11 are not again addressed at the regional level. Those grievances are next reviewed at the national level thus, making regional coordination in the answer all the more important.

(7) When a grievance is filed and cannot be settled at the lowest level, it is imperative to maintain all documents concerning the facts of the situation. This would include copies of any pertinent orders, personnel statements, records of conversation, time and attendance records, schedules, etc. Numerous grievances are lost because the agency could not present documentation at the arbitration hearing concerning the circumstances surrounding the grievance.

(8) Preparation for an arbitration is paramount if a successful outcome is to be achieved. The designated NATCA/NAATS coordinator shall forward a form letter to the facility two weeks prior to the arbitration with specific instructions for preparation.

(9) Reference: NATCA/FAA Contract, FAA Order 3770.2, NAATS/FAA Contract, Policy.

pp. Congressional Correspondence.

(1) Congressional correspondence is received through the Regional Administrator's (ASO-1) office. It will contain a "call up" with a due date established by ASO-1's office. Generally, that will be a five day due date.

If ASO-540 is unable to meet that due date, an interim response is required unless an extension is obtained.

(2) A standard reply format is used on all congressional correspondence. This format is provided by ASO-5 and should be retained and used by all staff specialists.

(3) General Information.

(a) Prepare for the Regional Administrator's signature unless otherwise noted in the call up.

(b) The copy requirements, in addition to letterhead tissue, grid, and your office, needs are:

1 Letters initiated by Regional Office:

1 white tissue for AOA-3
1 white tissue for ASO-1
1 blue tissue for ASO-1

2 Letters received directly from Congressman/Senator:

1 white tissue for AOA-3
1 white tissue for ASO-500A with copy of incoming
1 blue tissue for ASO-1 when response is to be

signed by ASO-1

3 Letters forwarded by AOA-10 for reply by regional

office:

1 white tissue for AOA-3 with control number; i.e.,
AOA-3 (Control #1234)
1 white tissue for AOA-10
1 white tissue for each headquarters office shown on
AOA-3's computer printout
1 blue tissue for ASO-2

(4) Routing on the grid will be: ASO-542 or ASO-544, ASO-540, ASO-501, ASO-500, ASO-2, and ASO-1. Input for the response should be obtained from the Air Traffic Manager unless the specialist has sufficient information to provide a reply.

(5) Reference: FAA 1360.16, Chapter 4.

qq. Briefing Package for Regional Administrator, ASO-1.

(1) Information requested.

- (a) Manager's name.
- (b) Manager's tenure in current position and previous position.
- (c) Items of interest that the Administrator might want to ask about or that he may be asked. Examples:
 - 1 Schedule for relocation
 - 2 Model I - ICSS
 - 3 Equipment deliveries - radar, etc.
 - 4 Individual issues - hardship requests, etc.
 - 5 Community issues - Noise, Airport expansion, etc.

(2) Format.

- (a) Center and underline title
- (b) Double space unless lengthy
- (c) Prepared by - lower left hand of page
- (d) Original and one copy

(3) Reference: Policy.

rr. Briefing Packages for the Secretary and FAA Administrator.

(1) Prepare briefing packages for the Secretary and Administrator's travel, using the following format:

- (a) Out-of-Town Briefing Information Form.
- (b) Issue: Bullet Title.
- (c) Background Synopsis: Three to five sentences, including the significance of the issues; i.e., "this project has been controversial because...." or "you will be questioned on this issue by the press because....", etc.
- (d) Secretarial Bottom Line Talking Point: This is the most important section of the briefing paper. The Secretary holds a news availability in almost every city he/she visits. Invariably there is a local issue on which he/she is questioned. We rely heavily upon your knowledge of these issues for guidance on how he/she should respond. What is most useful

in these talking points is not a reiteration of the inner workings of the projects, but rather the bottom line on the department's position. If the project is stalled or in trouble because of local or state decision making, then the talking points should indicate that the department is waiting for decisions on the State level before acting.

(e) Prepared By: This section should contain the name and phone number of the person who prepared the paper.

(f) Contact from Road: This section should contain the name and phone number of the person(s) who can be contacted from the road in case the Secretary's traveling party needs additional information. It would be helpful to have two names and home phone numbers if one contact is unavailable.

(g) Date Prepared: This should indicate the date the paper was prepared.

(2) Reference: Policy.

ss. Awards.

(1) Awards Coordinator, ASO-520, will at times bring award packages to the operations specialist for review as to the appropriateness of the award and justification.

(2) On-the-Spot Awards. A special act or service award which may be granted to an employee immediately upon completion of exemplary performance of duties associated with his/her position.

(a) Only two on-the-spot awards may be granted to an employee in any 12-month period.

(b) Awards shall not be less than \$50 nor more than \$200.

(c) After presentation of the Award Certificate (FAA Form 3450-19) to the employee, a brief but explicit written justification, not to exceed one page, will be prepared by the supervisor.

(d) The supervisor is responsible for assuring funds are available for the award and for obtaining second level supervisory approval. These two actions may be accomplished verbally.

(3) Special Achievement Award for Special Act or Service. An award granted to an individual or group of employees for performance on a particular project or assignment.

(a) No time requirement or limit to the number of special act or service awards that may be granted to an individual or group of employees.

(b) Amount of award for special act or service is based on the value of benefits received. Use award schedules in Chapter 3 to determine the amount of award for intangible benefits.

(4) Division Manager's Authority to Approve Cash Awards. Division Managers have been delegated the authority in FAA Order 1100.155 to approve cash awards of up to \$2,000 for individuals and up to \$3,000 total for group awards.

(5) Reference: FAA Order 3450.7.

tt. Consumer Hotline.

(1) Point of contact in the Southern Region is ASO-2. ASO-2 records the item, assigns a suspense date and forwards the item to the appropriate division for action.

(2) The specialist assigned action for a hotline should:

(a) Determine the exact nature of the problem. (If necessary, contact the consumer for additional information.)

(b) Determine the air traffic facility/facilities involved and contact for information or explanations.

(c) Prepare a written or telephonic response for the consumer.

(d) If a telephone response is provided to the consumer, keep a written record of conversation (FAA 1360-33).

(e) If a written response is provided, prepare it for ASO-500's signature. (The facility may accomplish step c.)

(f) Follow-up and insure that the hotline caller received a satisfactory response.

(g) Notify ASO-2 of the following:

1 If you are unable to make telephonic contact with the consumer (keep a record of dates/times you attempt contact).

2 If, after making contact, the consumer is dissatisfied with the response.

3 If an extension beyond the suspense date is needed.

2/19/93

(h) When all actions are completed forward a copy of the written correspondence or the record of telephone conversation to ASO-2 and APA-400.

(3) Reference: Policy.

uu. Delay of Required CMD Training.

(1) The following is a sample of the letter used when requesting a delay. Details or temporary promotions for 120 days or less do not require a letter to Associate Administrator (per 3110.14B, 7):

S A M P L E

FROM: Manager, Air Traffic Division, ASO-500

TO: Associate Administrator, Air Traffic, AAT-1

Due to compelling fiscal reasons, we request the LDP-1 training for Mr. _____, Area Supervisor selectee, be delayed for an additional 120 days.

Mr. _____ is currently employed at the _____ and has been selected Area Supervisor, _____ (FACILITY) _____. We wish to obligate current year PCS funds immediately and reassign Mr. _____ to the _____ facility. To accomplish this objective, we require approval to delay his attendance at CMD.

This request is in accordance with guidance contained in Order 3110.14B Paragraph 7a.1(d), and if approved, Mr. _____ will report to _____ (FACILITY) _____ and undergo facility orientation prior to reporting to CMD. He will not be assigned supervisory duties prior to completing CMD. Thank you for your assistance in this matter.

Typed Name of Manager, ASO-500

Approved _____

Typed Name of Associate
Administrator, Air Traffic, AAT-1

Disapproved _____

(2) Reference: FAA Order 3110.14.

vv. EEO Complaints.

(1) Highlights of this order that ASO-540 specialists should be aware of are:

(a) The order applies to all FAA employees and applicants for employment.

(b) A complainant has the right to be accompanied, represented, and advised by a representative of his/her choosing at any stage of the complaint procedure, including the counseling stage.

(c) The EEO counselor has 21 calendar days to attempt informal resolution. They perform their duties in an official capacity.

(d) The 21 days can be extended.

(e) If the complainant wishes to file a formal discrimination complaint after counseling, he/she must do so within 15 calendar days of the date of the final counseling interview.

(f) The complaint must be in writing. ASO-540 is the focal point in the division to resolve discrimination complaints informally until an EEO investigative report is received from ASO-9. The report is assigned to ASO-530 (Reviewing Official) for review to determine whether there is merit to the complaint or not, based on the report. If there is merit, ASO-530 will attempt to resolve the complaint (may seek ASO-540 assistance). If resolved, the complaint will be closed through coordination with ASO-9. If the complaint has no merit or cannot be resolved, it will be returned to ASO-9 for adjudication.

(2) Reference: FAA Order 1400.8.

ww. Part-Time Employment.

(1) At present, Southern Region has 65 part-time positions within our Air Traffic program. These positions are currently being occupied by clerical personnel and some ATCSs. For each part-time position, a full-time position is used. However, each part-time position does not count as FPL or CWF.

(2) Current policy provides that an employee who is otherwise eligible for retirement and requests to work part time will be given consideration allowing that employee to work part-time, depending on the effect on the operation on the facility and the recommendation of the facility manager.

(3) Employees requesting part-time employment shall state their reasons in writing through their supervisors to their facility managers. Requirements of the developmental training program may be a factor in the denial of part-time employment requests.

(4) Reference: FAA/NATCA Agreement and Policy.

xx. Promotion of Developmental Controllers.

(1) Southern Region Order SO 3290.5 requires that SF-52s requesting promotional action must be received in ASO-14 no later than two weeks before the beginning of the pay period in which the action is to be effective. The compensation section of the NATCA Contract requires that we establish administrative procedures to advise ASO-14 sufficiently in advance so as to accomplish the promotion action on the beginning of the first full pay period after the employee becomes fully eligible.

(2) Based on the above, the following shall apply (does not apply when submitting SF-52s through EGATS):

(a) SF-52s on developmental controllers should be submitted with certification documentation to ASO-520 well in advance of certification on an operational position which qualifies them for promotion. The effective date of the promotion should be left blank.

(b) The ASO-520 program analyst will forward SF-52s to ASO-14 who will retain the SF-52 until a call is received providing a proposed effective date for the promotion.

(c) When the developmental certifies on the operational position which qualifies him/her for promotion, the facility manager shall call his/her program analyst in ASO-520 with the proposed effective date.

(d) ASO-520 will then call ASO-14 with the proposed effective date of promotion and followup the call with a speed memo.

(e) Should the position certification take place at the end of a pay period, i.e., a Friday evening prior to the beginning of the next pay period, facility managers shall call their program analyst in ASO-520 and their facility staffing specialist in ASO-14 with the proposed effective date Monday morning after the beginning of the pay period.

(3) Reference: SO Order 3290.5.

yy. Safety Hotline Action Items.

(1) The Regional Safety Hotline Contact is: ASO-2A.

(2) The ACTION Office will:

- (a) Conduct the appropriate review/investigation.
- (b) Send a written response to AOV-203 with a copy to ASO-2A unless the call-up indicates a response by some other office.
- (c) Request new suspense date from ASO-2A if necessary.

(3) The following provides guidance on the confidentiality of Safety Hotline callers.

(a) In a memorandum from headquarters (Sally S. Ryberg), we were reminded that the identity of Safety Hotline callers' names and in some cases their addresses are to be considered confidential.

(b) Although the caller's name may be released for FAA investigative or follow-up purposes, it is suggested that information not be revealed in correspondence other than in a response directly to the caller.

(c) Additionally, some field offices are responding to Consumer Hotline items in memos addressed to AOV-203. Consumer items are controlled in APA-200.

(4) Example format:

- (a) Information: Safety Hotline. Call #ASOXXXXXXX
- (b) Manager, Air Traffic Division, ASO-500.
- (c) Manager, Aviation Safety Hotline, AOV-203.
- (d) Body of Letter.
- (e) Typed Name of Manager, ASO-500
- (f) cc: ASO-2A.

(5) Reference: FAA Order 8000.73.

zz. Southern Region Sick Leave Club.

(1) ASO-520 receives a printout each month with the names of those employees who have accumulated 1000, 2000, or 3000 hours of sick leave. ASO-520 will have the appropriate SO Form 3450 completed by Word Processing. Those employees who have accumulated 3000 hours will receive an engraved paper weight and a letter of congratulations from the Regional Administrator. ASO-520 will also arrange for the letter and paper weight.

(2) Presentation of Certificates:

(a) 1000-hour certificates, EXCEPT FOR FACILITY MANAGERS, will be mailed to the facility, and will be presented by the Air Traffic Manager.

(b) 2000-hour certificates for facility managers will be hand-carried to the facility and presented by a representative of the Air Traffic Division Manager. All other 2000 hour certificates will be mailed to the facility for presentation by the manager.

(c) 3000-hour paper weights and congratulatory letters signed by the Regional Director will be presented by employee's supervisor at an appropriate ceremony.

(3) Reference: SO Order 3450.7.

aaa. Air Traffic Division Standby Duty.

(1) Operations specialist are scheduled for "ATD Duty Specialist" on a rotational basis. The ATD duty roster is prepared by ASO-544B on a quarterly basis and a copy is distributed to each specialist, supervisor, and/or manager and the Regional Operations Center (ROC). The list identifies a primary and secondary specialist for on call duty and each specialist is issued a pager so his/her movement is not restricted. The primary specialist is issued a cellular phone to increase mobility. Duty specialists are responsible for the following:

(a) Be available for contact by the ROC after 5:00 p.m. each day.

(b) Receive and disseminate information concerning air traffic incidents/accidents or other significant events affecting the Air Traffic Division.

(c) Brief Section Supervisor, Branch Manager, and Air Traffic Division Manager as required.

(2) Reference: Policy.

bbb. Administrator's Hotline Calls.

(1) Guidance for replying to Administrator's Hotline calls is as follows:

(a) Reply to the caller through the facility's Air Traffic Manager when appropriate.

(b) Prepare response for ASO-500's signature.

(c) Input for the response should be obtained from the facility's Air Traffic Manager unless you already have sufficient information to provide a reply.

(2) When required, three copies of the reply and the Hotline printout are sent to the Air Traffic Manager in an envelope marked TO BE OPENED BY ADDRESSEE ONLY.

(3) Required copies:

(a) AOA-1

(b) AOA-20

(c) ASO-2 (one copy and copy of correspondence)

(d) ASO-500 (blue copy and copy of correspondence)

(e) Plus all offices on printout that received a copy of the Hotline.

(4) Call-ups generally permit ten days for reply.

(5) If the Hotline call was from an anonymous employee, the response goes to AOA-20 from ASO-500.

(6) All responses to Administrator's Hotlines are to be FAXed to AOA-20 immediately after signature. A hard copy should also be mailed as in the past. The FAX number is 202-267-5087.

(7) ASO-540.1A will process all Hotline correspondence.

(8) Reference: Policy.

ccc. ASO-540 Staff Meeting.

(1) A branch "Peer" Staff Meeting is conducted every Tuesday at 7:30 a.m. This meeting consists of all specialists, administrative assistants, and secretaries. The purpose of the meeting is to exchange useful information in a non-structured manner.

(2) A branch Staff Meeting is conducted every Tuesday at 8:00 a.m. or immediately after the "peer" meeting. This meeting is conducted by ASO-540 and minutes are rotated among the attendees.

(3) Reference: Policy.